



# **Order Paper**

## **Council Meeting**

**Tuesday 30 July 2013  
9.00am**

**Council Chambers  
Queen Street  
TE KUITI**



## NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 JULY 2013 AT 9.00AM.**

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### COUNCIL MEMBERS

Mayor Brian Hanna  
Cr Allan Goddard  
Cr Guy Whitaker

Cr Phil Brodie  
Cr Pat Hickey

Cr Charles Digby  
Cr Lorrene Te Kanawa

CHRIS RYAN  
**CHIEF EXECUTIVE**

### ORDER PAPER

#### Items of Business

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1. Council Prayer  
  
*God  
Grant us the serenity to accept the things we cannot change  
The courage to change the things we can  
And the wisdom to know the difference  
These things we ask in the name of Our Lord Jesus Christ  
Amen*
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**(PUBLIC EXCLUDED)**

Note: Russell Cassey and Other Submitters will be in attendance at  
11.30am for the TerraNature Item

10. TerraNature Kiritehere Conservation Project	1 – 30
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**PLEASE NOTE**

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions do not represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

**Document No:** 311112**File No:** 037/042**Report To: Council****Meeting Date:** 30 July 2013**Subject:** **Deputation: Mr Graham McKenzie****Purpose**

- 1.1 The purpose of this business paper is to advise Council that Graham McKenzie will be in attendance at 9.00am to address the Council on a recent Animal Control issue.

**Suggested Resolution**

The Deputation from Graham McKenzie be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

## WAITOMO DISTRICT COUNCIL

### MINUTES OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 JUNE 2013 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Council Members Phil Brodie, Charles Digby, Allan Goddard, Pat Hickey and Guy Whitaker

**IN ATTENDANCE:** Sandra Squier and Neil Wells (Te Kuiti Branch of the Royal NZ SPCA); Chris Gardner (Waikato Times)

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Kit Jeffries, Group Manager – Corporate Services (for part only); Helen Beever, Group Manager – Customer Services (for part only) and John Moran, Manager – Regulatory Services (for part only)

<b>1. Council Prayer</b>
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<b>2. Apologies</b>
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**File 037/001**

#### Resolution

The apology from Cr Te Kanawa be received and leave of absence granted.

Moved/Seconded Whitaker/Goddard Carried

<b>3. Deputation: Te Kuiti Branch of the Royal NZ SPCA File 037/042 (Sandra Squier and Neil Wells)</b>
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Council received a Deputation from Sandra Squier and Neil Wells of the Te Kuiti Branch of the Royal NZ SPCA.

- 95% of dog complaints attended by SPCA Inspector are unregistered dogs.
- In last three years have de-sexed approximately 3,000 cats. This year number has dropped significantly.
- Part time paid member
- Serious concerns about temperature at pound. In summer extremely hot and in winter extremely cold – can Council please look into this.
- Is it possible for SPCA adopted dogs to have a first year free of registration? Works successfully in other areas.
- Would like to see all dogs impounded to be de-sexed before release.
- Parvo virus is very bad in Te Kuiti this year.
- Dealings with Liz Ryan at Redwood Park and have reached an agreement on limiting cat colony numbers. Better to control numbers of the existing cat colony than remove them totally. If the existing colony was removed a new colony would move in.
- Neil Wells – previously manager of Animal Welfare Waitakare. Problem is with unregistered dogs. At Waitakare a door to door operations was carried out identifying unregistered dogs and getting them microchipped

and registered. Unregistered owners take no responsibility. In Waitakerei problems reduced dramatically once dogs registered.

- 576 animals came into care of SPCA last year. Overwhelming. Dogs in Te Kuiti are a really big problem.
- SPCA are carrying out education in schools on dangerous dog handling.
- The Department of Internal Affairs, through the Local Government division, have put out excellent information on how children should act around dogs.

### **Resolution**

The Deputation from the Te Kuiti Branch of the Royal NZ SPCA be received.

Moved/Seconded Hickey/Whitaker Carried

Sandra Squier and Neil Wells left the meeting at 9.29am.

<b>4.</b>	<b>Confirmation of Minutes – 6 June 2013</b>	<b>File 037/001</b>
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### **Resolution**

The Minutes of the Waitomo District Council meeting held on 6 June 2013, including the public excluded Minutes, be confirmed as a true and correct record.

Moved/Seconded Goddard/Brodie Carried

<b>5.</b>	<b>Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios</b>	<b>File 037/005B</b>
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Individual Council Members provided verbal reports in respect to Council representation on External Organisations and issues arising from allocated Portfolios as follows:

#### Cr Brodie

- Rural/Provincial Sector Meeting in Wellington
- Waikato River Authority Workshop
- Site Visits at Kiritehere with Group Manager – Corporate Services

#### Cr Goddard

- Benneydale Residents and Ratepayers Assn
- St Johns 80 Year Celebrations

#### Cr Digby

- Citizens Awards

#### Cr Whitaker

- Friends of Brook Park Meeting
- Tatsuno – Sister City Visit

Cr Hickey

- Friends of Brook Park Meeting
- Creative Community Meeting
- Te Kuiti Historical Society AGM (tonight at 7.30pm)

Mayor Hanna

- Tatsuno – Sister City Visit
- China Visit
- Waikato Mayoral Forum
- Waikato Mayoral Forum – Roading Executive Group

**Resolution**

The Verbal Reports from Elected Members relating to representation on external organisations and allocated portfolios be received.

Moved/Seconded Brodie/Whitaker Carried

The Group Manager – Corporate Services entered the meeting at 9.49am.

<b>6. Preparation of the Pre-Election Report</b>	<b>File 039/001/13</b>
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Council considered a business paper providing advice about the preparation of a Pre-Election Report which is a report required to be published prior to each triennial local authority election.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Preparation of the Pre-Election Report be received.

Moved/Seconded Goddard/Hickey Carried

<b>7. Financial Report for period ending 31 May 2013</b>	<b>File 100/018A</b>
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Council considered a business paper presenting the Financial Report for the period ended 31 May 2013

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on the Financial Report for the period ending 31 May 2013 be received.

Moved/Seconded Brodie/Digby Carried

<b>8.</b>	<b>Civic Assurance – Annual Accounts to 31 December 2012</b>	<b>File 054/001C</b>
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Council considered a business paper informing of Civic Assurance's current financial position.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members' questions.

The Chief Executive advised that he would table details of a Proxy Form lodged for voting at the Civic Assurance AGM and recommended that this matter lie on the table until later in the meeting to enable consideration of that information.

<b>9.</b>	<b>Adoption of Amended Revenue and Financing Policy</b>	<b>File 037/049</b>
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Council considered a business paper presenting the amended Revenue and Financing Policy, as publicly consulted on as part of the draft Exceptions Plan 2013/2014 for consideration and adoption.

The Group Manager – Corporate Services and Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Adoption of Amended Revenue and Financing Policy be received.
- 2 The amended Revenue and Financing Policy be adopted.

Moved/Seconded    Digby/Hickey    Carried

<b>10.</b>	<b>Adoption of 2013/2014 Exceptions Annual Plan</b>	<b>File 037/013/2014</b>
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Council considered a business paper:

- 1 Presenting the final 2013/14 Exceptions Annual Plan for consideration and adoption as per Section 95 of the Local Government Act 2002;
- 2 Requiring setting of rates for the 2013/14 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002; and
- 3 Presenting a summary of changes made to the draft 2013/14 Exceptions Annual Plan since the Hearing of Submissions and the Deliberations Meeting.

The Group Manager – Corporate Services and Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Adoption of the 2013/14 Exceptions Annual Plan be received.



- 2 The 2013/14 Exceptions Annual Plan be adopted.
- 3 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the Instalment Due Dates, Rates and Charges as described in the Funding Impact Statement within the final 2013/14 Exceptions Annual Plan for the 2013/14 financial year.

Moved/Seconded Brodie/Digby Carried

<b>11. Progress Report: Road Map</b>	<b>File 037/048A</b>
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Council considered a progress report against the Road Map Work Programme adopted by Council on 28 August 2012.

The Executive Assistant expanded verbally on the business paper and answered Members' questions.

The Chief Executive provided a verbal brief on progress with the Redwood Park Tree maintenance works.

**Resolution**

The Road Map Monitoring Schedule as at 25 June 2013 be received.

Moved/Seconded Goddard/Hickey Carried

<b>12. Progress Report: Monitoring Against 2012-2022 LTP – Land Transport</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Land Transport activity as contained in year one (2012/2013) of the 2012-2022 Long Term Plan.

The Chief Executive expanded verbally on the business paper and answered Members' questions and advised that a full report on recent flood damage will be presented to the July Council meeting.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Moved/Seconded Digby/Hickey Carried

<b>13. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – June 2013</b>	<b>File 037/005A</b>
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - June 2013 be received.

Moved/Seconded Goddard/Digby Carried

<b>14.</b>	<b>Progress Report: Waitomo Cultural and Arts Centre – Stage 4 Upgrade</b>	<b>File 401/0588424200</b>
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Council considered a business paper providing a progress report on the Stage 4 Upgrade of the Waitomo Cultural and Arts Centre.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.

Moved/Seconded Whitaker/Goddard Carried

<b>15.</b>	<b>Progress Report: Piopio Toilets Redevelopment</b>	<b>File 401/0588003200</b>
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Council considered a business paper providing a brief on progress with the redevelopment of the Piopio Public Toilets.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Piopio Toilets Redevelopment be received.

Moved/Seconded Brodie/Goddard Carried

<b>16.</b>	<b>Progress Report: Resource Consent Applications</b>	<b>File 097/001B</b>
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Council considered a progress report providing information on outstanding resource consent applications and details of those applications currently being processed.

**Resolution**

The Progress Report: Resource Consent Applications be received.

Moved/Seconded Brodie/Hickey Carried

<b>17.</b>	<b>Progress Report: TerraNature Conservation Project</b>	<b>File 401/0579147900</b>
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Council considered a business paper distributed separately to the Agenda providing a brief on the outcomes of the consultation undertaken on behalf of TerraNature Trust, in relation to the proposed conservation project along the margins of the Kiritehere Stream, Marokopa.

The Chief Executive expanded verbally on the business paper and answered Members questions.

The Chief Executive advised Council of Waikato Regional Council's comment with respect to TerraNature's application to its Environmental Initiatives Fund recommending a condition should be that the affected landowners are comfortable with the project prior to any funds be made available.

The Mayor and Cr Brodie confirmed that the landowners are not comfortable with the project as consulted on to date. WDC is now waiting on the Submission Forms provided to the affected landowners last week to be returned.

#### **Resolution**

The Progress Report: TerraNature Conservation Project be received.

Moved/Seconded    Hickey/Brodie    Carried

The meeting adjourned for morning tea at 10.55am and reconvened at 11.10am. The Group Manager – Customer Services and Manager – Regulatory Services entered the meeting at 11.10am.

<b>18.</b>	<b>Civic Assurance – Annual Accounts to 31 December 2012</b> (continued from Item 8 of these Minutes)	<b>File 054/001C</b>
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The Group Manager – Corporate Services tabled information relating to the Proxy Vote Form lodged for the Civic Assurance Annual General Meeting.

#### **Resolution**

- 1     The business paper on Civil Assurance – Annual Accounts to 31 December 2012 be received.
- 2     The audited 2012 Annual Report of Civic Assurance for the year ended 31 December 2012 be received.
- 3     Council ratify the Proxy Vote Form lodged on behalf of Waitomo District Council for voting at the Civic Assurance 2013 Annual General Meeting.

Moved/Seconded    Hickey/Goddard    Carried

Chris Gardner (Waikato Times) left the meeting at 11.12am.

<b>19.</b>	<b>Motion to Exclude the Public for the consideration of:</b>	<b>File 037/043</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

### Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain  
  
Chris Ryan, Chief Executive  
Michelle Higgie, Executive Assistant  
Kit Jeffries, Group Manager – Corporate Services  
Helen Beever, Group Manager – Customer Services  
John Moran, Manager – Regulatory Services
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Inframax Construction Ltd – Statement of Intent for Year Ending 30 June 2014	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Independent Roadmarkers Taranaki Ltd – Statement of Intent for Year Ending 30 June 2014	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
6. WVEOA Civil Defence Provision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Rural Halls (Oparure, Mokauiti, Kopaki and Benneydale Halls)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Community House	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Te Kuiti Mainstreet Re-Design	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
14. Progress Report: Mangarino Road Property	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
15. Progress Report: Marokopa Campground – Renewals Work	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
16. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
18. Progress Report: School Road Property, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
19. Progress Report: School Road Properties, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
20. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
21. Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Moved/Seconded Brodie/Goddard Carried

There being no further business the meeting closed at 2.26pm.

Dated this 30<sup>th</sup> day of July 2013

BRIAN HANNA  
**MAYOR**

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<b>Document No:</b> 311147		<b>File No:</b> 037/005A	
<b>Report To:</b>		<b>Council</b>	
	<b>Meeting Date:</b>	30 July 2013	
	<b>Subject:</b>	<b>Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios</b>	

### Purpose of Report

1.1 The purpose of this business paper is to enable individual Council Members to report back to the full Council, on a needs basis, in respect to:

- 1 Appointments as Council's representative on External Organisations
- 2 Reporting back on issues arising from allocated Portfolios

### Commentary

2.1 Set out below are details of Council appointed representatives on External Organisations and allocated Portfolios.

<b>External Organisation</b>	<b>Council Representative</b>
Benneydale Residents and Ratepayers Assn .....	A Goddard
Brook Park Advisory Committee .....	P Hickey
Brook Park Leadership Work Group.....	P Hickey, C Digby, G Whitaker
Brook Park Management Plan Working Group.....	P Hickey
Creative Communities Assessment Committee .....	P Hickey, L Te Kanawa
DC Tynan Trust .....	P Hickey, L Te Kanawa, G Whitaker
Hillview / St Andrews Court / Redwood Flats .....	L Te Kanawa
Kawhia Harbour (Foreshores) .....	C Digby
Marokopa Recreation Ground Committee.....	C Digby
Mokau Residents and Ratepayers Assn.....	P Brodie
North King Country Development Trust .....	Mayor
Piopio Retirement Board .....	P Brodie
Piopio Wastewater Community Liaison Group .....	Mayor, P Brodie, GM-Assets
Regional Land Transport Committee .....	Mayor or C Digby (Alternate)
Regional LTC Hearings Committee .....	Mayor
Regional Passenger Transport Committee .....	Waipa District Councillor
SPARC Assessment Committee .....	P Hickey and L Te Kanawa
Tainui Wetere Domain Board .....	P Brodie
Te Kuiti Community House .....	L Te Kanawa, GM-Com Services
Te Kuiti Historical Society .....	P Hickey
Transit NZ - State Highway 3 Working Party .....	Mayor and/or Cr Brodie
Waikato Region Civil Defence EMG.....	Mayor or C Digby (Alternate)

Waikato Valley EOA EMC ..... Mayor  
Waikato Region Triennial Agreement Forum ..... Mayor and Chief Executive  
Waipa Catchment Liaison Committee ..... C Digby

**External Organisation..... Council Representative**

Tere Waitomo Trust ..... L Te Kanawa  
Waitomo Clean Air Healthy Homes Working Party ..... L Te Kanawa, Mayor  
Waitomo/Otorohanga Road Safety Committee..... P Hickey  
Waitomo Safer Community Council..... Mayor, C Digby  
Waitomo/Tatsuno Sister City Committee ..... P Hickey  
West Coast Liaison Subcommittee ..... P Brodie  
Wintec Employment Partnership Group ..... Mayor , G Whitaker

**Portfolio ..... Council Representative**

Leadership ..... Mayor and Deputy Mayor  
Community Facilities ..... G Whitaker, P Brodie; Cr Hickey  
Community Development..... Mayor and/or L Te Kanawa  
Projects: (Whitaker and Hickey)  
Regulatory Services ..... C Digby  
Iwi Liaison ..... Mayor and Cr Te Kanawa  
Solid Waste ..... Deputy Mayor and Cr Digby  
Water Supply ..... Deputy Mayor and Cr Digby  
Sewerage ..... Deputy Mayor and Cr Digby  
Stormwater ..... Deputy Mayor and Cr Digby  
Land Transport..... Mayor and/or C Digby  
Community Liaison  
Te Kuiti ..... L Te Kanawa, G Whitaker, P Hickey  
Piopio ..... P Brodie  
Mokau ..... P Brodie  
Benneydale ..... A Goddard  
Waitomo ..... Mayor and Cr Te Kanawa  
Te Anga / Marokopa ..... C Digby

**Suggested Resolutions**

The Verbal Reports from Elected Members relating to representation on external organisations and allocated portfolios be received.

**MICHELLE HIGGIE**  
**EXECUTIVE ASSISTANT**

**Document No:** 311231**File No:** 400/180**Report To: Council****Meeting Date:** 30 July 2013**Subject: Hamilton Waikato Tourism: Service Level Agreement for Regional Tourism Services – Schedule of Services 2013/2014**

### Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Hamilton Waikato Tourism (HWT) Schedule of Services (SoS) 2013/14.

### Local Government Amendment Act Considerations

- 2.1 The SoS 2013/14 forms part of the Service Level Agreement (SLA) which Council resolved to become a signatory of at its February 2013 Council meeting.
- 2.2 That SLA involves an activity which WDC has participated in since 1 July 2011 and which was consulted on, and included in, the 2012-2022 LTP. It should be noted that WDC will review its involvement in this activity as part of a wider organisational LGAA alignment review.

### Background

- 3.1 At the Council meeting on 25 September 2012, HWT made a Deputation to Council presenting the draft SLA SoS for the 2012/2013 year. Following that Deputation, Council raised concerns about the increased focus on the Convention Bureau activity and whether that service delivery activity was aligned with ratepayer asset ownership within the Waitomo District.
- 3.2 In light of those concerns, Council did not agree with the proposed draft SoS as presented and authorised the Chief Executive to investigate the impacts on funding equity associated with the proposed service focus on the Convention Bureau.
- 3.3 In October 2012, HWT confirmed its proposal to realign the SLA for Regional Tourism Services with the 2012-2015 LTP cycle.
- 3.4 At its 26 October 2012 meeting, Council resolved to maintain revalidation of the SLA on an annual basis.
- 3.5 While Council had provided funding to HWT, in principle, throughout the duration of the 2012-2015 period of the 2012-2022 LTP, under the expired SLA (one year) Council retained the right to alter the level of support each financial year. A concern for Council was whether moving to a three year SLA would limit Council's ability to influence, or where necessary, address areas of concern in relation to the Agreement.
- 3.6 After WDC raised this concern with HWT, other councils par to the SLA also expressed their wish to maintain flexibility within the agreement. Particularly in



light of the then proposed changes to the Local Government Act (LGA). These changes came into effect 5 December 2013.

- 3.7 Subsequently HWT engaged Tompkins Wake to draft an amended agreement taking into account the councils requirement to maintain flexibility. As part of the development process, the Chief Executive and Community Development Coordinator met with a representative from Tompkins Wake in mid December 2012 to discuss WDC's particular concerns.
- 3.8 On 1 February 2013, HWT circulated the amended SLA to Mayors and Chief Executives for approval by the signatory councils. A copy of that amended SLA was provided to Council as an attachment to the business paper for the 26 February 2013 Council meeting.
- 3.9 The particular sections addressing (1) the timing of the delivery of the annually revised SoS, (2) funding and (3) the review process, allowed for an annual review of funding by an individual council subject to consultation with HWT and the other signatory councils. As a result of that review, Council at its 26 February 2013 meeting resolved to become a signatory to the SLA.

### **Commentary**

- 4.1 Following final approval of the SLA by all signatory councils, HWT then turned its focus to finalising the SoS for the 2013/2014 year.
- 4.2 Kiri Goulter, Chief Executive of HWT has provided a copy of the final SoS 2013/14 as approved by the HWT Board at its April 2013 meeting. The SoS 2013/14 aligns with HWT's 2013/14 Statement of Intent and Business and Marketing Plan. A copy of the SoS 2013/14 is attached to and forms part of this business paper.
- 4.3 In developing this SoS, a draft was first presented to the signatory councils in January 2013 and following feedback a Council Representative Group conference call was convened in March 2013.
- 4.4 Kiri Goulter has advised that there are no significant changes in the SoS content (objectives or deliverables) since that conference call in March 2013.
- 4.5 Key Performance Indicators (KPIs) have been finalised at the macro level, and throughout the SoS in regard to each activity area's outputs and outcomes. New Visitor Expenditure KPIs have been added, however, it has been pointed out that Expenditure and Convention Activity Survey Data is still being redeveloped and refined.

### **Suggested Resolutions**

- 1 The report on the Hamilton Waikato Tourism Service Level Agreement be received.
- 2 Council approve/not approve the Schedule of Services 2013/2014 to the Hamilton Waikato Tourism Service Level Agreement.

HELEN BEEVER

**GROUP MANAGER – CUSTOMER SERVICES**

## **Hamilton & Waikato Tourism Service Level Agreement Schedule of Services 2013/14**

### **Introduction**

Tourism is a partnership between central government, local government and the visitor industry, and is an intrinsic part of regional economic development. Hamilton & Waikato Tourism (HWT) provides leadership and coordination for the region's visitor sector across multiple territorial local authority boundaries. HWT provides a critical structural layer enabling the industry, and is a key link into Tourism New Zealand's international marketing activities. HWT is also responsible for our region's visitor attraction strategies targeting domestic and business tourism markets, and we also provide information to assist product development and destination management opportunities.

HWT has a target of \$320,000 of industry funding for the 2013-14 year. Local government funding is \$810,000 shared across the seven funding councils.

COUNCIL	FUNDING
Hamilton City Council	\$390,000
Waikato District Council	\$100,000
Waipa District Council	\$100,000
Matamata-Piako District Council	\$100,000
Otorohanga District Council	\$40,000
Waitomo District Council	\$40,000
South Waikato District Council	\$40,000
TOTAL	\$810,000

### **Hamilton & Waikato Tourism's Core Purpose is:**

- To promote the Hamilton & Waikato region as an appealing destination to international and domestic visitors
- To grow visitor expenditure and market share of visitor nights
- To support Hamilton International Airport's national & international connectivity
- To grow market share of business tourism visitors
- To support the development of new and existing visitor experiences to enhance the region's offering
- To maintain and strengthen support for the visitor sector through partnerships with local government, the visitor industry and wider community

### **Key Performance Indicators 2013-14 (Macro)**

- Growth in market share of commercial guest nights from 3.50% to 3.60% (Commercial Accommodation Monitor)
- Grow total delegate days to 12% market share (Convention Activity Survey)
- To at least maintain share of domestic visitor expenditure (Regional Tourism Indicators MBIE)
- To at least maintain share international visitor expenditure (Regional Tourism Indicators MBIE)
- 30% increase in visits to hamiltonwaikato.com
- \$320,000 industry investment

**Please Note:** *The Visitor Expenditure and Convention Activity Survey data is currently being redeveloped and refined by MBIE and therefore we have adopted a simple approach for these indicators for the 2013-14 year. We hope to have a more complete and final data set by the end of 2013.*

**Focus of core activities:**

- International Marketing
- Domestic Marketing
- Convention Bureau
- Digital Marketing
- Product and Industry Development
- Stakeholder Relationships

Detailed below is the Schedule of Services that will be undertaken for 2013-14. The Schedule will form the framework to report to the funding Councils on a six monthly basis.

<b>INTERNATIONAL MARKETING - AUSTRALIA</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Position the H&amp;W region as an appealing destination as part of an upper North Island touring proposition</p> <p>Grow visitation, expenditure and guest nights</p> <p>Work in partnership with the industry to participate in the Tour the North joint venture campaign with Tourism New Zealand</p> <p>Increase profile of the region with tourism trade</p> <p>Provide appropriate support to HIA's airline attraction strategies</p> <p>Develop awareness of HW within Australian consumers in special interest walking &amp; biking experiences</p>	<p>Participate in the Upper North Island Alliance (UNISA) campaign activity in partnership with Tourism New Zealand (Spring)</p> <ul style="list-style-type: none"> <li>• Region's key icons</li> <li>• Thermal Explorer Touring route</li> </ul> <p>Work with Explore Central North Island (ECNI) partner regions to implement campaign activity promoting walking and cycling experiences in partnership with Tourism New Zealand (TNZ)</p> <p>Undertake key trade activities including:</p> <ul style="list-style-type: none"> <li>• Trade training</li> <li>• Quarterly product update / newsletters</li> <li>• Attendance at TRENZ &amp; TNZ trade events</li> </ul>	<p>Participation in UNISA campaign activity in partnership with industry</p> <p>Participation in special interest cycling / walking activity with TNZ &amp; ECNI</p> <p>2.5% market share of international guest nights (1.9%)</p> <p>15% increase Australian website visits</p> <p>Industry funding \$45,000</p>

<b>INTERNATIONAL MARKETING – LONG HAUL MARKETS</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Build awareness &amp; appeal of the region with tourism trade as a key part of the Central North Island visitor experience</p> <p>Grow international visitation, expenditure and guest nights</p> <p>Encourage trade to include a minimum of 1 regional guest night in itineraries</p> <p>Increase profile of the region through TNZ's International Media Programme (IMP)</p> <p>Increase profile of the region with tourism trade famils &amp; product inclusions in publications in key markets</p> <p>Explore opportunities to support the development and marketing of special interest sectors e.g. Export Education</p>	<p>Participate in Explore Central North Island collective of 8 RTOs</p> <p>Support TNZ trade events representing H&amp;W and Thermal Explorer Highway partners in South East Asia and UK / Europe</p> <p>Trade activities:</p> <ul style="list-style-type: none"> <li>• Quarterly product update newsletters</li> <li>• Attendance at Explore CNI Expo</li> <li>• Attendance at TRENZ</li> <li>• Participation in Inbound Operator (IBO) trade day</li> </ul> <p>Participation in International Media Programme (TNZ) - Pitching &amp; hosting</p> <p>Hamiltonwaikato.com / newzealand.com</p> <ul style="list-style-type: none"> <li>• Ensure up to date content on websites &amp; leverage opportunities</li> </ul> <p>Explore opportunities to leverage greater value from international students</p>	<p>Participation in Explore Central North Island partnership</p> <p>TNZ trade events supported</p> <p>TRENZ, Explore CNI Expo, IBO days attended</p> <p>Quarterly trade newsletters &amp; trade site updated</p> <p>Newzealand.com regularly updated</p> <p>2.5% market share of international guest nights (1.9%)</p> <p>Increase international expenditure above the national trend</p> <p>30 international media hosted + 20 trade activities hosted</p>

<b>DOMESTIC MARKETING</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Position the H&amp;W region as an appealing short break destination within key target markets</p> <p>Grow domestic visitation, guest nights &amp; expenditure</p> <p>Develop a sense of pride in place in local residents as key influencers</p> <p>Support &amp; leverage key events to increase visitor length of stay and spend</p> <p>Work in partnership with the industry to develop and implement initiatives and campaigns</p> <p>Increase profile of the region through positive media coverage within internal &amp; external audiences</p> <p>Work with in Air NZ/HIA to support opportunities to grow domestic visitation through the gateway</p> <p>Explore the potential for new partnerships with sport and high performance sector</p>	<p>Production of the Hamilton &amp; Waikato region Visitor Guide (Dec)</p> <p>Undertake the following campaigns:</p> <ol style="list-style-type: none"> <li>1. Great Escape (Spring / Autumn)</li> <li>2. Explore Your Own Backyard (Autumn)</li> <li>3. Chinese Ex-pat</li> </ol> <p>Facilitate domestic media opportunities based around key themes of:-</p> <ul style="list-style-type: none"> <li>• Natural Environment</li> <li>• Walking / cycling</li> <li>• Food</li> <li>• City vibe</li> <li>• District stories</li> </ul> <p>Support where appropriate key iconic and sporting events</p> <ul style="list-style-type: none"> <li>• Key events that attract a larger portion of external visitors</li> <li>• Fieldays, Balloons Over Waikato</li> <li>• Second tier events across region</li> </ul> <p>Undertake two campaigns in partnership with HIA &amp; Air New Zealand</p> <p>Develop key relationships with sport, high performance sector</p>	<p>4.8% market share of domestic guest nights (4.5%)</p> <p>Increase domestic expenditure to match national trend</p> <p>Industry funding \$100,000</p> <p>Consumer database increase by 20%</p> <p>Visitor Guide produced</p> <p>Two campaigns successfully implemented in partnership with industry</p> <p>20 media hosted</p> <p>Key events supported</p> <p>Campaign activity with Air New Zealand/HIA completed</p>

<b>DIGITAL MARKETING</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Position Hamiltonwaikato.com as the primary portal for visitor information in the region</p> <p>Provide an attractive, effective and user friendly platform for all HWT's marketing &amp; communications</p> <p>Provide relevant &amp; up to date content to tourism trade, media &amp; industry</p> <p>Provide comprehensive tourism operator information that encourages greater conversion &amp; purchase of visitor experiences</p> <p>Utilise a range of social media platforms to increase profile &amp; engagement with target audiences</p>	<p>Undertake online strategy review and update</p> <p>Review and update Content Management System</p> <p>Develop and implement enhanced content through partnerships with other clusters / organisations</p> <p>Ensure hamiltonwaikato.com is performing effectively through:</p> <ul style="list-style-type: none"> <li>• Quality &amp; new content</li> <li>• SEO</li> <li>• Social media channels – Facebook, Twitter, Blogs, YouTube</li> </ul> <p>Trade, media &amp; industry sites maintained &amp; updated</p>	<p>Increase total visits 30%</p> <p>Unique visits 50% of total</p> <p>Online strategy completed and website updated</p> <p>CMS in place</p> <p>On-going optimisation of site</p> <p>Facebook, Twitter &amp; You Tube functions regularly updated</p> <p>Campaign targets set and monitored</p>

<b>CONVENTION BUREAU</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Build awareness &amp; appeal of the H&amp;W region as a business tourism destination</p> <p>Grow market share of delegate days and events hosted</p> <p>Secure more conversions for the sector &amp; region</p> <p>Support the industry to develop &amp; deliver quality products &amp; experiences that meet client expectations</p> <p>Hamilton &amp; Waikato Bureau acts an independent &amp; impartial facilitator between partners and clients.</p>	<p>Sales &amp; Hosting</p> <ul style="list-style-type: none"> <li>• Sales calls</li> <li>• Hosting clients</li> <li>• Industry events / communications</li> </ul> <p>Trade Show attendance</p> <ul style="list-style-type: none"> <li>• MEETINGS</li> <li>• Convene</li> <li>• Explore CNI</li> </ul> <p>Marketing</p> <ul style="list-style-type: none"> <li>• Convention Planner</li> <li>• Hamiltonwaikato.com/conventions</li> <li>• Campaign / Advertising / PR</li> </ul> <p>Industry Development</p> <ul style="list-style-type: none"> <li>• Partnership programme</li> <li>• Industry events</li> <li>• Communication / reporting</li> </ul> <p>Bids &amp; Proposals</p> <ul style="list-style-type: none"> <li>• Proposal preparation</li> <li>• Leads &amp; referrals</li> <li>• Conversions</li> </ul>	<p>12% market share of total delegate days</p> <p>10% share of multi-day delegates</p> <p>20 leads to conversions</p> <p>CB partner investment \$90k</p> <p>Convention Planner produced</p> <p>Trade shows attended</p> <p>Sales calls to 80 organisations competed</p> <p>2 hosted events for clients</p> <p>Newsletters – clients (3), industry (3)</p> <p>Database development – 300 new contacts</p> <p>80 organisations hosted</p> <p>2 industry updates completed</p>

<b>PRODUCT &amp; INDUSTRY DEVELOPMENT</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Support the development &amp; enhancement of visitor experiences to strengthen the regional proposition</p> <p>Provide information &amp; support tourism operators to improve the quality of the visitor experience</p> <p>Assist with the development of marketing plans for cluster organisations &amp; new tourism products</p> <p>Encourage operator collaboration &amp; networking</p> <p>Partner with i-SITE NZ and HW Regions' i-SITES to pilot the development of a I-SITE / RTO Charter of Engagement</p> <p>Explore the potential for a product development focus to support high growth / value specialist sectors</p>	<p>Product development</p> <ul style="list-style-type: none"> <li>• Support and information provided for new and existing concepts</li> </ul> <p>Industry development</p> <ul style="list-style-type: none"> <li>• Tourism conference</li> <li>• Tourism symposium</li> <li>• BA5 functions</li> </ul> <p>Industry communications</p> <ul style="list-style-type: none"> <li>• Hamiltonwaikato.com/industry</li> <li>• Industry newsletters</li> </ul> <p>Pilot Charter between i-SITE network and HWT</p> <ul style="list-style-type: none"> <li>• Partnership with Tourism New Zealand, i-SITES owners and managers</li> </ul> <p>Plan for high growth / value sectors developed</p>	<p>Tourism conference held (April/May)</p> <p>Tourism symposium held (Nov)</p> <p>4 industry newsletters</p> <p>4 BA5 functions held</p> <p>Website up-to-date with relevant information</p> <p>Product development support provided</p> <p>i-SITE / RTO Charter successfully completed</p>



<b>STAKEHOLDER RELATIONSHIPS &amp; REPORTING</b>		
<b>Key Objectives</b>	<b>Deliverables</b>	<b>Key Performance Indicators</b>
<p>Maintain strong partnerships with local government</p> <p>Raise the profile and awareness of the value of tourism as a key contributor to the region's economy</p> <p>HWT is recognised and valued as a high performing &amp; lead organisation within the tourism industry and wider community</p> <p>Develop &amp; implement business partnership programmes that are supported by the tourism industry</p> <p>Represent the region's interests at national level through events, forums and organisations</p> <p>Represent the tourism sector at key business functions and networking opportunities across the region</p>	<p>Production of key documentation for stakeholders:</p> <ul style="list-style-type: none"> <li>• Statement of Intent</li> <li>• Service Level Agreement</li> <li>• Business &amp; Marketing Plan</li> </ul> <p>Reporting to stakeholders:</p> <ul style="list-style-type: none"> <li>• Funding Councils – six month &amp; yearly</li> <li>• Hamilton International Airport (parent company) – monthly, six monthly, yearly</li> <li>• Industry – six monthly</li> <li>• Council Representative Committee meetings (bi-annually)</li> <li>• Industry Advisory Group meetings (quarterly)</li> <li>• Production of Annual Report (WRAL)</li> </ul> <p>Business Partnership Programme (July) Campaigns &amp; activities for operator buy-in</p> <p>Bi-annual meetings with i-SITE network – explore joint opportunities and activities</p> <p>Regional Representation at national level</p> <ul style="list-style-type: none"> <li>• Regional Tourism Organisation of New Zealand (Trustee)</li> <li>• Explore Central North Island (Chair)</li> <li>• Tourism Industry Association of New Zealand</li> <li>• Tourism New Zealand</li> <li>• Ministry of Business, Innovation and Enterprise</li> </ul> <p>General representation across region</p>	<p>Retain Local Government funding of \$810,000</p> <p>Industry funding of \$320,000</p> <p>Required documentation and reports produced &amp; approved</p> <p>2 Council Representative meetings held</p> <p>3 Industry Advisory Group meetings held</p> <p>Representation on national forums / organisations</p> <p>Representation of tourism sector in wider community / business forums across region</p>

**Document No:** 310248**File No:** 100/018**Report To: Council****Meeting Date:** 30 July 2013**Subject: Financial Reporting Schedule for the Year Ending 30 June 2014**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council a Financial Reporting Schedule for the 2013/14 Financial Year.

### **Local Government Act S.11A Considerations**

- 2.1 There are no considerations relating to Section 11A of the Local Government Act in regards to this business paper.
- 2.2 The purpose of this business paper is to provide a reporting schedule for the new financial year.

### **Background**

- 3.1 Monthly Financial Reports are issued to Council each month to enable the timely monitoring of financial performance and financial position.
- 3.2 A more comprehensive report including Financial and Non Financial Performance information (Statements of Service Performance) is issued quarterly to enable timely monitoring of both financial performance and organisational performance against performance targets established in the Long Term Plan (referred to as a Quarterly Report).
- 3.3 The establishment of a timetable for Monthly and Quarterly Reporting provides certainty to Council and the community of reports to expect over the coming year.

### **Commentary**

- 4.1 Set out below is a plan for reports proposed to be issued for Council meetings for the new financial year.

<b>Meeting Date:</b>	<b>Report to be issued:</b>
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<b>Meeting Date:</b>	<b>Report to be issued:</b>
30 July 2013	Financial Reporting Schedule for the 2013/14 financial year.  No Monthly Financial Report or Quarterly Financial Report for the Year ending 30 June 2013 will be issued. Organisational capacity will be directed to completing year end adjustments and preparing the Draft Annual Report for audit.
27 August 2013	No Monthly Report for the period ended 31 July 2013. There is only one month of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
24 September 2013	Interim report on completion of the Annual Report 2012/13.  No Monthly Report for the period ended 31 August 2013. There are only two months of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
10 October 2013	Adoption of the Annual Report 2012/13.
22 October 2013	Quarterly Report for the period ending 30 September 2013.
26 November 2013	Monthly Financial Report for the period ending 31 October 2013.
10 December 2013	No Financial Report will be issued.  Due to the December meeting occurring earlier in the month than usual to prevent running into the Christmas period, there will be insufficient time to complete the monthly financial report by this time.
January 2014	<u>Note:</u> There is not usually a Council meeting scheduled for January.
February 2014	Quarterly Report for the period ending 31 December 2013
March 2014	Monthly Financial Report for the period ending 28 February 2014.
April 2014	Quarterly Report for the period ending 31 March 2014.
May 2014	Monthly Financial Report for the period ending 30 April 2014.  Business Paper outlining 2013/14 Draft Annual Report development process and timeline.
June 2014	Monthly Financial Report for the period ending 31 May 2014.

<b>Suggested Resolutions</b>
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- 1 The business paper on 2013/14 Financial Reporting Schedule be received.
- 2 The 2013/14 Financial Reporting Schedule be adopted as follows:

<b>Meeting Date:</b>	<b>Report to be issued:</b>
30 July 2013	Financial Reporting Schedule for the 2013/14 financial year. No Monthly Financial Report or Quarterly Financial Report for the Year ending 30 June 2013 will be issued. Organisational capacity will be directed to completing year end adjustments and preparing the Draft Annual Report for audit.
27 August 2013	No Monthly Report for the period ended 31 July 2013. There is only one month of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
24 September 2013	Interim report on completion of the Annual Report 2012/13. No Monthly Report for the period ended 31 August 2013. There are only two months of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
10 October 2013	Adoption of the Annual Report 2012/13.
29 October 2013	Quarterly Report for the period ending 30 September 2013.
26 November 2013	Monthly Financial Report for the period ending 31 October 2013.
10 December 2013	No Financial Report will be issued. Due to the December meeting occurring earlier in the month than usual to prevent running into the Christmas period, there will be insufficient time to complete the monthly financial report by this time.
January 2014	<u>Note:</u> There is not usually a Council meeting scheduled for January.
February 2014	Quarterly Report for the period ending 31 December 2013
March 2014	Monthly Financial Report for the period ending 28 February 2014.
April 2014	Quarterly Report for the period ending 31 March 2014.
May 2014	Monthly Financial Report for the period ending 30 April 2014. Business Paper outlining 2013/14 Draft Annual Report development process and timeline.
June 2014	Monthly Financial Report for the period ending 31 May 2014.

**Document No:** 311298**File No:** 037/005A**Report To: Council****Meeting Date:** 30 July 2013**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - June 2013**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for Operational and Maintenance a monthly basis and to report on the performance by Council's contracted Service Provider for Maintenance (Veolia Water).

## Introduction

- 2.1 This business paper focuses predominantly on the maintenance area of the three Waters activities of Council.
- 2.2 This business paper is intended to compliment the quarterly capital report to Council.

## Background

- 3.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Mokau

- 3.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

### **3.3 Planned Maintenance**

- 3.4 Operation and maintenance involves the planned servicing of the water infrastructure –servicing pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves. These activities are predominantly performed by Veolia Water by means of Schedule that is worked out in accordance with the operating instructions from the manufacturer or best practices.

### **3.5 Service Requests / Complaints**

- 3.6 Service requests are initiated by the Ratepayers or Business in the various towns and are called in, emailed or they could be provided to the Customer Services by

means of walk-in. The Service Requests are then forwarded to Veolia Water to resolve.

### **3.7 Emergency Repairs**

- 3.8 Emergency Repairs are dealt with on an ad hoc basis and cannot be planned in advance. They are usually dealt with immediately and this may result that Planned Maintenance and Service Requests are postponed to a later time.

## **Te Kuiti**

### **4.1 Water Supply**

- 4.2 ~~The dry weather persisted with the river flow dropping, but remained above 0.6 cumecs. There was only one day when the river flow dipped briefly to 0.595 cumecs. Overall the residents heeded the water restriction and reduced their consumption and the Meat Companies also reduced consumption. The rains brought welcomed relief from the summer drought~~ and it was possible to lift the water conservation restriction. The residents certainly did their part during the dry period by conserving water. ~~No major issues with the water supply can be reported on. The plant is producing good quality water within Drinking Water Standards 2005 specifications. The design for the upgrading of the plant is progressing well and the tenders for the supply only for the Ultra-Violet Disinfection units should be ready for tender submission soon.~~
- 4.3 The dry weather ~~also during summer~~ showed up numerous leaks and these were attended to. The programmed maintenance ~~on flushing~~ fire hydrants and ~~exercising~~ valves was drastically reduced to ~~prevent reduce~~ water loss. Only in serious cases of water taste and odour complaints were pipes flushed. However, the general consensus conveyed by the residents was that the water was of good quality with several residents complimenting on this. The flushing of hydrants has now resumed and all other scheduled activities are back to normal. Since the lifting of the restriction, several hydrants have been repaired, replaced or raised to meet the Hamilton City Council ~~technical~~ specifications. ~~The scheduled flushing of hydrants and valve maintenance has resumed.~~ The number of hydrants that require raising has diminished and all of the hydrants should be completed by the end of the next financial year. ~~Raising of fire hydrants continued with minimal disruptions. The flushing of hydrants is progressing according to schedule and is providing good results for the water quality.~~
- 4.4 A recurring section of troublesome pipe in the John Street/South Street area is being replaced due to general failure. The pipe ~~is was~~ also laid too close to the surface with vehicular traffic adding to the breaks in the pipe. The section of pipe in John Street / South Street proved more troublesome than anticipated and the work escalated. After completion, some pipe fittings were found to be faulty and the contractor had to return to make the necessary repairs. ~~John Street / South Street burst twice again, but these were unrelated to the repairs and involved lateral pipes that were quickly repaired.~~
- 4.5 There is also a section of pipe in the View Road/Terrace Road area that has had 14 bursts since the beginning of January ~~and this is scheduled to be replaced during April. The section of View Road / Terrace Road scheduled for replacement had to be postponed and will now be done during June.~~ The Terrace Road / View Road pipe replacement ~~is progressing as planned and will on completion~~ provide an ~~added improved~~ level of service to the residents. There will also be a fire hydrant closer to the dwellings. ~~The View Road / Terrace Road pipe replacement progressed smoothly and without major incident. Some consumers experienced~~

sedimentation blockages once the water supply was restored and these were dealt with accordingly.

- 4.6 The dry spell has highlighted a deficiency in the water supply security for the residents of Te Kuiti. Once the river dries up, there is no back-up or stored supply that the Town can rely on. Council respectfully needs to be made aware that this could be a serious issue for future droughts and planning for a raw water supply storage reservoir should be investigated.

~~A burst in Hospital Road caused some disruption on Saturday, 27 April. Once opened the fault actually originated from another area and once this was opened up and investigated, it was again found that the problem lay at another area. The fault was eventually traced on the Monday to a mains burst in Eketone Street on the opposite side of the road, but the water forced its way along an abandoned section of pipe all the way into Hospital Road.~~

- 4.7 ~~The Kent Street pipe replacement will commence in June. This 150mm rising main was damaged in a slip on the road. Due to the possibility of movement in the soil, the pipe will be specially drilled and coupled to flexible joints inside anchoring chambers to prevent breaking.~~ Kent Street 150mm rising main was damaged in a slip on the road is in progress at the time of writing this report. The insitu pipe-work is not what was expected, as past work on this pipe altered the layout completely and this requires additional work to be done to accommodate the replacement. Two exposed section of PVC pipe stream crossings were also found and these will be sleeved for supply security. Some temporary work to secure adequate supply to the reservoir and residents also had to be constructed. The work is progressing without major disruptions at present. Due to the possibility of movement in the soil, the pipe will be specially drilled and coupled to flexible joints inside anchoring chambers to prevent breaking
- 4.8 A major burst happened on Sunday night, 14 July, at the corner of Carroll Street (SH3) and Craig Terrace. A 100 mm pipe burst and caused major disruptions. A temporary repair was made during the night to get the water back on. During Monday the burst was investigated and the pipe work was found to be badly laid and misaligned. It was decided to replace a much larger section of pipe to realign it properly. As a large area of road was severely damaged during the burst, the additional work was justified ~~even further~~ to ensure a more lasting repair.
- 4.9 Hardy Street was another problem area for the Water Section as a valve had dislodged from the pipe. In the process 2 "lost" valves were found and are now operational again. Some disruption occurred, but only a handful of residents were affected.

#### **4.10 Wastewater**

- 4.11 No major problems have occurred with the reticulation. Normal maintenance was performed on several pumps and new pumps have been installed in the Waitete Road pump station adjacent to the Inframax depot as part of the Trade Waste Service to UBP. Due to the dry weather, and subsequent lack of flushing, some grit and fats managed to build up in the reticulation as a result of the low flows. Once the rains started some of these components caused some blockages. One in particular occurred in Taupiri Street, but the effect was noticed right up to George Street. Heavy equipment was required to jet the accumulated fats and rags to unblock this. ~~The grit arrester at the main pump station was cleaned out and an assortment of items were~~ an assortment of items was found. It must be borne in mind that these items come through the pipe system, leading to some of the blockages that are being reported.
- 4.12 The recent rains have increased the number of Customer Service Requests concerning the backing up of the sewer system and sewer overflows. This is as a

result of stormwater infiltration. Not only are some of the pipes and chambers allowing rain water into the system, ~~but past experience showed that the roof~~ water of numerous dwellings has over time been channeled into the piped systems via gully traps. There is presently a works contract in place to seal the pipes in the Ward Street catchment area as ~~part of and ongoing project a first phase~~ to alleviate the ingress from infiltration, the town is progressively inspected as time is available to identify inflow points and follow up with the owners to rectify. Veolia Water Ltd ~~are~~ is attending to ~~the~~ overflows as soon as they can. Several more Customer Service Requests have been received and these are being dealt with accordingly. The areas where these are occurring are investigated up - and downstream to check for a cause. In most cases the Service Contractor is instructed to jet-rod the pipes in that area to ensure no build up of fats and sediments that may attribute to the overflows.

- 4.13 The Te Kuiti Waste Water Treatment Plant upgrade is progressing well and on schedule. The augmentation of the clarifier progressed successfully and is proving to work as predicted with the effluent quality being of a ~~very much~~ higher standard. The process at present still requires chemical flocculant dosing, but dosing rates have been drastically reduced and it is expected that dosing can be further reduced once the flocculator is brought on-line soon. The Waste Water Treatment Plant is progressing well. No major issues with the temporary treatment were experienced and the effluent quality is good. The dosing has been reduced further while still maintaining good quality effluent. The flocculator is now commissioned and is assisting with the dosing. Overall the process to date is performing well. ~~Some process and operational adjustments are underway at present to sort out some teething issues and it is envisaged that these will be completed soon.~~
- 4.14 The tertiary filters and Ultra Violet disinfection systems are now commissioned and functional. The quality of effluent has vastly improved and the plant is consistently producing effluent of around 3 NTU or better at this stage. There are still teething issues that are dealt with. The main contract is drawing to a close and the Contractor, Spartan Construction, have reduced their presence. Mainly site landscaping and clean-up is still to be done with the only major work left is the sludge dredge setup. ~~Teething issues are being dealt with under the contract.~~

#### **4.15 Storm Water**

- 4.16 The recent heavy ~~rains have not caused any major problems~~ rains have not caused any major problems but have ~~. Remedial work is scheduled in Butler Street to prevent the road being undermined. Recent very heavy rains have~~ identified several areas that require attention and investigations for solutions are under way. The Butler Street remedial work progressed well. This work was part of the Roding Division's remedial work that also impacted on the Water Section's responsibility.

### **Mokau**

#### **5.1 Water Supply**

- 5.2 ~~The Mokau dam level stabilised, however the secondary dam was brought on-line and the draw off was alternated between the primary and secondary dams.~~ The quality of the final water has been improved due to some operational trials to introduce a small quantity of flocculant in the treatment. At present this is still in the trial stage but all indications are that it will become a permanent modification in the future. Both dams are now full since the rains started and the water restrictions have been lifted. No issues are evident in the supply of water to



Mokau. The Ultra-Violet disinfection system has now been installed instrumentation and control still has to be done before it goes on line. Overall the plant is running efficiently and produces quality water. No issues were reported. Normal maintenance work is dealing with any problems and the plant is producing good quality water. Scheduled flushing of the pipes through the fire hydrants is carried out to minimize water quality issues in the reticulation.

5.3 Some leaks occurred and were repaired. There is a hydrant that requires replacement on SH3 and this is planned for April. The Hydrant along SH3 has been completed. No further issues were reported.

~~5.4 The residents of Mokau and Awakino have been tremendous in their effort to conserve water during the Easter weekend and they should be commended for this effort.~~

~~5.5 At no stage during the long weekend did the consumption reach a level higher than the usual normal consumption of the permanent residents. Normal consumption is around 150m<sup>3</sup> per day and during the long weekend it was 130m<sup>3</sup>.~~

~~5.6 The installation of the Ultra-Violet (UV) disinfection system will commence toward the end of May. This will enhance the water quality and provide a safer level of service to the residents. The UV is supplementary to the chlorine that is currently dosed. The UV unit is installed, but still requires wiring up and this should happen shortly.~~

#### **5.4 Storm Water**

5.5 ~~No issues to report.~~ An issue with storm water was reported after the recent king tide and is being investigated. A section of the sea wall has collapsed that affects private property and also Council services. An investigation is underway to decide on the best course of action to resolve this issue.

### **Piopio**

#### **6.1 Water Supply**

6.2 The water pipe lines that were replaced and recently reported on have now been completed and the water consumption in Piopio has dropped considerably. ~~The water plant is producing water of very high standard.~~ The plant is producing water of a very high quality. ~~An official opening is planned for 25 May to showcase the work that was done to improve the water supply to Pio Pio. The water consumption has now stabilized and very few issues are evident.~~ The official opening went well and the community embraced the effort by the numbers represented at the opening. ~~Overall the system is now operating effectively with a few minor settings and procedures still to be resolved.~~ The plant has been operating effectively and no issues can be reported on at this stage. The water is of a high standard.

#### **6.3 Wastewater**

6.4 Some issues were reported with the sewage system and dealt with through the Service Request system. In several cases these were not related to the installed system, but to blockages caused by foreign material deposited into the system. In these cases the residents have been billed for the service to rectify the blockage. The system is functioning well with minor issues cropping up from time to time. These are dealt with through the proper channels. There are still a

number of problems that can be attributed to the resident and they are being educated as time progresses. A Service Request was called in during May and it involved supplying a new control box. Interim measures were put in place and the permanent fix is now completed. Another Service Request involved a new lid to be fitted, but this tank will require a heavy duty lid, as it can be damaged again by vehicular traffic in the future. ~~Service Requests of a minor nature were reported and these have been dealt with accordingly. The process is working well and the system, as a whole, is working smoothly.~~

#### **6.5 Storm Water**

- 6.6 ~~No issues have been reported.~~ A storm water pipe in Kaka Street is blocked up. The contractor couldn't unblock it in the usual way and a jet-rodder was called in that also failed to unblock it. An investigation is now being carried out to see what action is appropriate to resolve this issue and the contractor will shortly be advised to commence remedial action.

### **Benneydale Water Supply (BWS)**

#### **7.1 Water Supply**

- 7.2 No issues have been reported with water services in this area. Some small leaks have been found, notably inside the School area, and these were repaired. The residents heeded the call for water conservation and the water supply has been adequate during this period. ~~The UV unit is now installed, but the unit still requires wiring up that should happen shortly.~~ This will enhance the water quality and is supplementary to already dosed chlorine.

~~7.2 The Ultra Violet (UV) disinfection system installation should be completed by the end of May. The Ultra Violet disinfection system is now installed. The plant is operating with very few issues that are dealt with through normal maintenance procedures. The UV unit is now installed, but the unit still requires wiring up that should happen shortly.~~

#### **7.3 Wastewater**

- 7.4 No issues were reported and the quality of effluent is good and within specifications. ~~No issues are reported and the system is operating efficiently.~~

#### **7.5 Storm Water**

- 7.6 Nothing to report.

### **Waitomo Water Supply (WWS)**

#### **8.1 Background**

- 8.2 Nothing to report.

**Suggested Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - July 2013 be received.



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

July 2013

**Document No:** 311302**File No:** 037/005A**Report To: Council****Meeting Date:** 30 July 2013**Subject:** Storm Damage - June/July 2013

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the recent storm damage events within the District and what work is planned or already happening regarding solutions, including ranking of priorities and why.

### Local Government Act S.11A Considerations

- 2.1 There are no S11 considerations for this paper.

### Commentary

- 3.1 In June and July 2013 there were a number of small and large storm events which impacted upon the roading network. Those events have caused some areas of major and minor damage within the network. Notably three areas have made the Press, with not entirely accurate reporting.
- 3.2 The roads affected by these events are:
- Beach Road – Mokau
  - Walker Road RP 987, Walker Road RP 3800
  - Mangarino Road RP 4200
  - Kumara Road RP 3580
  - Taharoa Road RP 1152
  - Te Anga Road RP 20300 & 20530
  - Gribbon Road RP 8410
- 3.3 There were also many smaller damage sites on other roads, however they did not impact upon the road conditions as severely as the above sites.
- 3.4 Of the roads listed above, each one has been assessed and WDC staff are working on solutions for the bigger issues. These include Mangarino and Beach Roads, which require geotechnical solutions.
- 3.5 Work on Gribbon Road will be completed within the next three weeks.
- 3.6 There has been much talk around the ranking of priorities and the speed with which repairs are done. Unfortunately this is unavoidable, as we must ensure that the roads which have had the most dramatic impact, and are not traversable, take priority. As an example it is not feasible to send residents on an 11km detour around a non-traversable section of road to prioritise a road which has one lane open.

- 3.7 Solutions have been agreed for the balance of the sites with repairs commencing in the near future if not already in progress. Roads which have damage impacting across two lanes will have priority over those which have one lane open.
- 3.8 The estimated cost of the repairs for the above damage is \$600,000.
- 3.9 The current budget of \$420,000 (local share of \$172,200) will be fully expended. The additional local share will be funded as normal from our existing Maintenance and Operations Budgets. This will be spread to lessen the impact of reduced programme delivery.
- 3.10 FAR of 59% is currently applicable to this expenditure.
- 3.11 Ratepayers who contact WDC regarding flood damage are being advised that the locality of a site has no impact on the focus to repair or remediate the damage and that all damage to the network will be attended to in priority order.

### **Suggested Resolutions**

The business paper on Storm Damage - June/July 2013 be received.



GERRI WATERKAMP  
**MANAGER- ROADING**

**Document No:** 311208**File No:** 037/005A**Report To: Council****Meeting Date:** 30 July 2013**Subject:** Summary of 2013/14 Roothing Activities

### **Purpose of Report**

- 1.1 The purpose of this business paper is provide a Summary of the forward planning activities for the 2013/14 financial year for the Roothing Business Unit (RBU), including Preventative Maintenance, Unsealed Road Metalling and the Rehabilitation and Reseal Programmes.

### **Local Government Act S.11A Considerations**

- 2.1 There are no S.11 considerations for this business paper.
- 2.2 This is a summary paper with no financial considerations at present. Separate papers will be lodged as required.

### **Background**

- 3.1 Since the beginning of 2013, the RBU has been undertaking a number of assessment projects on the whole roading network. This has identified many areas of concern which are currently being ranked and assessed for inclusion into the Maintenance and Renewals programmes for the 2013/14 Financial Year.
- 3.2 Undertaking of these assessments has been completed largely by the RBU with outside expertise used where required.
- 3.3 Due to the drought, the Unsealed Road Metalling Programme was delayed and general maintenance (grading) suspended, as due to the dry conditions these activities were detrimental to the network overall. The effect of that suspension was many roads deteriorating to unacceptable levels in the interim.

### **Commentary**

#### **4.1 PREVENTATIVE MAINTENANCE**

- 4.2 There is concern regarding a number of historical storm damage sites which have not been attended to, and also a number of storm damage solutions which are now showing signs of early failure and which it is not practical to leave as they are due to the costs of reinstatement after total failure. As such WDC has accessed the Preventative Maintenance funding category with NZTA. These activities do not fall under any current category of funding. The local share is still funded from our existing budgets.

4.3 These Preventative Maintenance sites are:

- 1 Waitahi Road from RP 1500 to RP 2300: Multiple failure areas (overslip and underslip)
- 2 RP 900 Manganui Road: Early block wall failure
- 3 RP 2560 Mairoa Road: Unattended to Storm Damage site
- 4 RP's 18300 & 19200 Mangaotaki Road: Bank maintenance required to ensure road security
- 5 RP 23580 Mangatoa Road: Overhanging Bluff (perennial slip site)

1.3 Remedial work on the above sites' was not able to be funded from any other category, and all repairs are well underway. Road Security and Road User safety are the drivers for prioritising the above site works. Many of the above sites were completed in the 2012/13 financial year with the balance due for completion by September 2013.

1.4 Applicable FAR is 59%.

#### **1.5 REHABILITATION AND RESEAL PROGRAMMES – 2013-2014**

1.6 The whole sealed network has been assessed to ensure that the previously programmed Rehabilitation sites were the correct choice.

1.7 This report has been completed with suggested sites currently under review, for both Reseal and Rehabilitations. The agreed sites that fall within budget and are appropriately ranked will be reported on in due course.

#### **1.8 UNSEALED ROAD METALLING**

1.9 The Unsealed Road Network suffered badly from the drought and we are 60% through our Maintenance and Metalling Programme to reinstate the roads to an acceptable standard.

1.10 We have focused initially on the roads which were in the worst shape and worked outwards from there. There are currently three Crews attending to this work and it is expected the current programme will be complete by September 2013.

1.11 Regular Unsealed Road maintenance is still occurring as normal.

<b>Suggested Resolution</b>
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The business paper on Summary of 2013/14 Roothing Activities be received.



GERRI WATERKAMP  
**MANAGER ROADING**

Document No: 311299

File No: 037/005A

**Report To: Council****Meeting Date:** 30 July 2013**Subject:** Piopio Public Meeting on Tutsan**Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on a meeting held on 18 July 2013 at the Piopio Senior Citizens Hall in respect to the plant pest "Tutsan" and the currently programmed Council response to the Tutsan issue.

**Local Government Act S.11A Considerations**

- 2.1 There are no S11 considerations for this paper.

**Commentary**

- 3.1 Tutsan is a plant pest weed, noted on the Waikato Regional Council's (WRC) Biopest Register, with mandatory controls. It is spread through both bird droppings and anecdotal road side mowing.
- 3.2 The meeting was organised by Mark Verry of Haku Road, Piopio and was called in response to concern about the spread of Tutsan within the Waitomo District.
- 3.3 Members of the Taumarunui based "Tutsan Action Group" (TAG) attended the meeting, as well the Plant Pest Representative for Horizons Regional Council, Dave Alker, WRC Councillor Stu Kneebone, WRC Biosecurity Plant Pest Officer Chris Hale, Mayor Brian Hanna, Cr Phil Brodie, Cr Charles Digby and WDC Roding Manager, Gerri Waterkamp.
- 3.4 The meeting was called to educate local farmers about the threat of Tutsan and how it has been managed in the Taumarunui area since 2007.
- 3.5 The meeting was presented with an informative Slide Show from Dave Alker.
- 3.6 Comment was passed on the experiences of TAG in obtaining Ruapehu District Council support. Mayor Hanna was also asked to address the Group, as the experiences were "out of District".
- 3.7 Mayor Hanna, introduced the WDC and WRC representatives present. It was noted that WDC had seen this issue emerging and has already taken steps to address the problem with the inclusion of a Tutsan Spray Programme added to the WDC's Plant Pest Contract which runs for five years.



- 3.8 WDC's Roading Manager asked that local farmers assist WDC in identifying the spread of Tutsan on roads over and above those already identified, through use of the WDC's Service Request System. It was reinforced that the Plant Pest Contract is "live" and any new roads not already identified can be added to the spray regime.
- 3.9 It was also stated that WDC is working with both the Mowing and Spray Contractors to ensure that optimum results are achieved for this programme by coordinating the mower/ spray programme and that the Mowing Contractor has also been instructed to clean the Road Side Mower between Zones to slow the potential spread from this source.
- 3.10 WDC was congratulated by TAG for the pro-active stance on controlling the spread of Tutsan.
- 3.11 The current Plant Pest Contract has Tutsan as a specified control plant for two years, after which a review of the "die back" is due. This is with a view to targeting any new and existing areas where Tutsan is prevalent with a new spray programme.

### Recommendation

- 4.1 WDC set up a communication through the WDC Website and Facebook Page to inform that WDC's Spray Programme will commence in August/September and go through to December for spraying during the optimal time.
- 4.2 Photographs of Tutsan and a link to the WRC Website "Fact Sheet 26" to be included so as to provide information on Tutsan control and removal.
- 4.3 Any calls received by Councillors regarding Tutsan locations are to be lodged as a service request so that newly identified roads can be including in the spraying programme.

### Suggested Resolutions

- 1 The business paper on Piopio Public Meeting on Tutsan be received.
- 2 The suggested Communication Strategy be implemented to ensure Waitomo District Council is meeting the community objectives in respect to controlling the spread of Tutsan in the Waitomo District.

GERRI WATERKAMP  
**MANAGER- ROADING**

**Document No:** 311139**File No:** 502/001**Report To: Council****Meeting Date:** 30 July 2013**Subject: Progress Report: Waikato Valley Rural Fire Steering Committee**

### Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the proposal to establish the Waikato Valley Rural Fire District.

### Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

### Background

- 3.1 Council is a Rural Fire Authority under the Forest and Rural Fire Act 1977. As a Rural Fire Authority, Council needs to meet statutory obligations as prescribed by the Act.
- 3.2 The Government and the New Zealand Fire Services Commission (as the National Rural Fire Authority) expects the forest and rural fire sector to improve the efficiency and effectiveness of forest and rural fire management through the voluntary amalgamation of smaller rural fire authorities to form Enlarged Rural Fire Districts (ERFDs)
- 3.3 In 2010 a Waikato Valley Rural Fire Steering Committee was established to provide a proposal to amalgamate the forest and rural fire governance and administration for the Waikato region under a single rural fire district.
- 3.4 The Steering Committee included representatives from Waipa, Waikato, Otorohanga and Waitomo District Councils, Department of Conservation, Federated Farmers, NZ Forest Owners Association and National Rural Fire Authority.
- 3.5 Options were evaluated under success criteria determined by the Waikato Valley Rural Fire Steering Committee. Criteria included such things as financial benefits, resources benefits, customer services benefits determined on a weighted system. Three Enlarged Rural Fire District models – centralised, hybrid and developed were compared to the status quo.
- 3.6 The Steering Committee agreed the preferred option identified in the feasibility analysis is to establish an Enlarged Rural Fire District as a hybrid entity, which allowed stakeholders to retain hands on role in the fire administration and

- ownership of their fire fighting equipment and sets modest and achievable targets in terms of funding and change management.
- 3.7 Department of Conservation had indicated from the outset that their area of conservancy saw vast areas situated in the Thames-Coromandel Council areas as well as pockets in Ruapehu Council area.
  - 3.8 The Department had indicated that in order for them to derive any benefit from an amalgamation that the majority of their conservancy would have to form part of the Enlarged Rural Fire District to avoid splitting their current resources and funding into what might be three rural fire districts.
  - 3.9 The National Rural Fire Authority advised that they would approach Thames-Coromandel and establish if they would consider forming an Enlarged Rural Fire District with the proposed Waikato Valley Rural Fire District.
  - 3.10 Thames-Coromandel considered three options, status quo, amalgamation with proposed Waikato Enlarged Rural Fire District or amalgamation with only the Department of Conservation. They opted for the latter.
  - 3.11 At the Steering Committee's meeting held on 30 July 2012, the Department of Conservation indicated that although they are yet to have talks with Thames-Coromandel on the proposed amalgamation, the Departments stance is that both current proposals are not in their interest and therefore can not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split their Conservancy into three.
  - 3.12 All four Councils indicated that it would be a waste of their respective Councils time to formally consider the consultation document for the proposal to establish the Waikato Valley Rural Fire District in the absence of the Department of Conservations support.
  - 3.13 The National Rural Fire Authority has indicated that they would have further meetings with Department of Conservation and Thames-Coromandel Council to try and resolve the deadlock.

## Commentary

- 4.1 The National Rural Fire Authority has recently suggested that they would like the Waikato Valley Rural Fire Steering Committee to meet in August 2013 to discuss the next steps in the process and investigate the recent changes undertaken by the Department of Conservation and how the restructure would effect the current enlarged rural fire district proposal.
- 4.2 In particular it would seem that the Department of Conservation's restructure has brought about fewer conservatories with significant boundary changes which on the surface would suggest that Waitomo District Council now falls in the Central-North Island Department of Conservation Area, whilst Waikato, Waipa and Otorohanga Councils fall under North-North Island Department of Conservation Area.
- 4.3 Once the meeting has taken place, Council will be updated in more detail as to the progress on establishing an Enlarged Rural Fire District and how the Department of Conservation changes may impact WDCs position in terms of membership of the Waikato Valley Rural Fire District.

- 4.4 Since the last Steering Committee Meeting, management changes have occurred in Waikato and Waipa District Councils and the National Rural Fire Authority has requested that each organisation confirm their representatives for this upcoming Steering Committee meeting.
- 4.5 The next meeting has been tentatively set for 14 August 2013 and the Principal Rural Fire Officer, Johan Cullis, has been tentatively appointed by the Chief Executive to represent Waitomo Council.

### **Suggested Resolution**

The Progress Report: Waikato Valley Rural Fire District Steering Committee be received.

A handwritten signature in blue ink, appearing to read 'Jullis', with a stylized initial 'J'.

JOHAN CULLIS  
**PRINCIPAL RURAL FIRE OFFICER**

Document No: 311097

File No: 097/001B

**Report To: Council**

Meeting Date: 30 July 2013

Subject: **Progress Report: Resource Consent Applications**

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a progress report on outstanding resource consent applications and those applications currently being processed.

### Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### Background

- 3.1 Most resource consent applications are dealt with by staff under delegated authority. In such circumstances it is important that both the Chief Executive and Council are briefed on progress with such applications.
- 3.2 So as to ensure that Council is adequately briefed on all resource consent applications, a schedule is attached to and forms part of this business paper detailing progress of consent applications. This schedule also includes all completed consents processed in the current financial year.
- 3.3 Some resource consent applications are inevitably appealed to the Environment Court. Such a process is both expensive and time consuming and there is a need to ensure that Council is well briefed on applications being processed in this manner.
- 3.4 It is intended on a monthly basis to prepare a progress report for Council on all outstanding resource consents and those resource management issues impacting on this Council which are being dealt with by the Environment Court.

### Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

**4.2 Mokau Sands Limited**

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 Because the revised proposal will if anything have less environmental impact and no greater off site effects it was agreed that resource consent currently lodged with the Councils could proceed.
- 4.10 A joint hearing with Waikato Regional Council is now expected to be held in November/December.

**4.11 Troll Cave Limited**

- 4.12 In June 2013 Council received a resource consent application from Troll Cave Limited seeking approval to establish and operate a Troll Cave tourist activity on a site in Waitomo Valley Road, Waitomo.
- 4.13 The Troll Cave will be a family tourist attraction (connected to Waitomo Rock) with a target range of 4 to 10 year old children. It is expected that a significant proportion of the clientele will be persons already visiting Waitomo Rock.
- 4.14 The activity will comprise a new building with a gross floor area of 65m. The building will include a walk through experience with various activities and props.
- 4.15 A key feature of the proposal is the siting of the building in a location which will have limited views from surrounding residential properties and public viewpoints. In particular, the siting of the building will ensure that the building will not be visible from Waitomo Caves Road following the establishment of mitigation planting.
- 4.16 The applicant has asked for the application to be placed on hold pending a review of the proposal.

**Suggested Resolution**

The Progress Report: Resource Consent Applications be received.

A handwritten signature in blue ink, appearing to read 'John Moran', with a checkmark to the right.

JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

July 2013

Attachment: Resource Consent Schedule (Doc 311098)

### RESOURCE CONSENTS PROGRESSING AS AT 30 JULY 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
090022	Mr E Manawaiti	Three Lot Rural Subdivision, Walker Road	9/6/09	Yes	Property in hazard zone – Geotech report required.	22/6/09						
090026	Greenplan Holdings Ltd	Two Lot Rural Subdivision SH 3, Mahoenui	26/6/09	Yes	Comment required from NZ Transport Agency.	26/6/09						
090037	R & K Pethybridge	Two Lot Residential Subdivision, Ailsa Street, Te Kuiti	31/8/09	Yes	Geotech report required. Applicant is considering other options.							
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
110024	Waitomo District Council	Earthworks in excess of 2,000m <sup>3</sup>	8/9/11	Yes	Affected parties approval required.	19/9/11						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130014	Troll Caves Limited	Establish and operate a Troll Cave Tourist Activity, Waitomo Valley Road, Waitomo	1/5/13		Applicant has asked that the application be placed on hold pending a review of the proposal.							
130016	MJ & CM Coleman	Proposed retail outlet, Te Kumi Road, Te Kuiti	27/06/13	Yes	Full assessment of environmental effects from the proposal required.							



### RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 30 APRIL 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130013	Rusling Family Trust	2 Lot Residential Subdivision, Hill Street, Te Kuiti	28/05/13	No						No	24/06/13	Conditional Consent Granted 31/05/13
130015	Barnett Farm Limited	Front Yard Dispensation, Ohura Road, Aria	4/06/13	No						No	26/6/13	Conditional Consent Granted 5/6/13

Document No: 311192

File No: 507/010

**Report To: Council****Meeting Date:** 30 July 2013**Subject: Waikato River Catchment Economic Studies**

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of a series of economic studies that are being commissioned in the Waikato and Waipa River Catchments.

### Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### Background

- 3.1 The planned economic studies are a joint project involving the Ministry for the Environment, Dairy NZ, Waikato Regional Council and the Waikato River Authority.
- 3.2 The objectives of the economic studies are to:
- a) Model the impact of setting specified quality limits for the Waikato River Catchment on a range of relevant matters including water quality outcomes and economic activity.
  - b) Provide information on the economic and environmental tradeoffs of quality and quantity limits to support the Governments work on policy options.
  - c) To ensure that the "Healthy Rivers : Plan for Change" project is supported by and based on robust economic analysis.
  - d) Provide analysis to evaluate the costs and benefits of meeting water quality objectives
- 3.3 The scope of the studies to be undertaken will include:
- Testing the impacts of a range of objectives and limits relating to water quality;
  - Testing of bottom lines associated with the proposed National Objectives framework;
  - Non-direct users (e.g. conservation and recreation);
  - Iwi values and uses;
  - Electricity generation;

- Horticulture;
- Tourism; and
- Urban and industrial discharge.

## Commentary

- 4.1 As a separate but related work stream the Waikato Regional Council together with the Waikato River and Waipa River Iwi will undertake a Regional Plan review that focuses on the effects of point and non point source discharges to land and water in the Waikato River and Waipa River catchments.
- 4.2 The review will be referred to as “Healthy Rivers : Plan for Change Wai Ora He Rautaki Whakapaipai” and will be one of the projects that will contribute towards the restoration and protection of both the Waikato and Waipa Rivers.
- 4.3 To ensure a collaborative approach is taken with this project Waikato Regional Council will form stakeholder groups made up of individuals and organizations representing a wide range of values and interests.
- 4.4 It is intended that these groups will work with local communities, consider information and make suggestions to decision makers about how project goals can be achieved.
- 4.5 The economic studies mentioned earlier in this business paper will link directly into the Healthy Rivers Plan providing robust economic analysis on any suggested plan changes.
- 4.6 Conclusion**
- 4.7 Waikato Regional Council staff have indicated that it will take some months to establish the stakeholder groups. In the meantime WDC should maintain a watching brief until such time as an approach is made for WDC to be further engaged in the project.

## Suggested Resolutions

- 1 The business paper on Waikato River Catchment Economic Studies be received.
- 2 WDC maintain a watching brief until such time as an approach is made to become further engaged in the Healthy Rivers Wai Ora project.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

July 2013

**Document No: 310797****File No: 350/001A****Report To: Council****Meeting Date:** 30 July 2013**Subject:** Waitomo District Local Alcohol Policy

### **Purpose of Report**

- 1.1 The purpose of this business paper is to seek Councils approval of the draft Waitomo District Council Local Alcohol Policy 2013 (subject to any amendments) for public notification and consultation in accordance with Section 79 of the Sale and Supply of Alcohol Act 2012 and the special consultative procedure provisions of the Local Government Act 2002.

### **Local Government Act S.11A Considerations**

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

### **Background**

- 3.1 The Sale and Supply of Alcohol Act 2012 (SASAA) allows local authorities to develop a Local Alcohol Policy (LAP) which may include policies on the number, location and trading hours of licensed premises, as well as discretionary conditions and one-way door restrictions.
- 3.2 In February 2013 WDC resolved to work collaboratively with Waipa and Otorohanga in the development of a LAP.
- 3.3 The SASAA requires local authorities to consult with Police, the Medical Officer of Health and the Liquor Licensing Inspector prior to the production of a draft policy. These groups were given early warning of this process with formal requests sent in mid March 2013.
- 3.4 In response the Medical Officer of Health presented a summary of health indicators for the region and suggested a number of shared principles around LAP issues that the Waikato District Health Board would like to see adopted by Councils. These include capping the number of premises, restricting trading hours and controls on signage particularly in relation to off licences to improve visual amenity.

- 3.5 To assist with developing the policy the Police provided local alcohol related crime statistics which combined with national police reporting presented useful information. A draft of a general submission to Matamata-Piako District Council was provided which gave some understanding of the likely police position which can be combined with staff's knowledge of issues topical with local police.
- 3.6 The SASAA also requires territorial authorities to have regard to the objectives and provisions of the District Plan, the number and hours of existing premises, liquor ban bylaws, demography of the District, health indicators and the nature and severity of alcohol related problems within the District.
- 3.7 Staff considered that it was appropriate to gauge the community's views in the early stages of policy development and a joint survey was undertaken for Waitomo, Otorohanga and Waipa Districts in April and May 2013 asking for views on the specific issues a policy can be applied to.
- 3.8 The availability of the survey was publicly advertised in the Waitomo News and copies of the survey were sent to stakeholders including current licensees, community groups and other organizations that had previously expressed interest in liquor related matters at a local level.
- 3.9 In total 32 completed surveys were returned. The stand out points are that there is significant support for Council developing a LAP. The majority of respondents think there are sufficient licensed premises in the District and support for allowing more premises is significant only in terms of restaurant style premises.
- 3.10 There is strong support for considering the location of new premises in relation to schools, kindergartens, places of worship and residential areas.
- 3.11 There was a broad range of responses in terms of trading hours, though overall the most supported opening and closing hours were generally consistent with current practice.

## Commentary

- 4.1 Attached to and forming part of this business paper is the draft Local Alcohol Policy along with the statement of proposal for consideration.
- 4.2 Subject to adoption by Council the draft policy will be publicly notified offering interested parties the opportunity to submit on Councils proposal.
- 4.3 Once Council has confirmed its provisional policy at the conclusion of the special consultative procedure it must advertise its intention to adopt the provisional policy as a final policy. Section 80 of the SASAA then allows persons who submitted during the consultation process to appeal any aspect of the provisional policy to the Alcohol and Regulatory and Licensing Authority. The policy will become final and can be adopted after 30 days if there are no appeals or once the Authority resolves the appeals.
- 4.4 Key points in the proposed policy are outlined below.

### **3.5 On-Licences**

- New on-licences will be restricted to areas zoned Business under the District Plan (or otherwise obtain a resource consent).

- The Licensing Committee will have regard to the proximity to other licensed premises when considering a new licence application.
- New premises cannot be established on sites directly bordering schools, early childcare facilities or places of worship.
- The number of on licences will not be capped.
- Maximum trading hours of 9.00am to 2.00am the following day will apply to hotels and taverns (unless within 100m of residential areas where lesser hours apply).
- The maximum trading hours for restaurants or cafes be 9.00am to midnight.
- Out door dining area hours limited to 9.00am to 10.00pm.
- Discretionary conditions may be applied.
- One-way door policy on Thursday, Friday and Saturday nights one hour before closing.

3.6 It is proposed that the above policies will be applied to new licences and in the case of trading hours, discretionary conditions and one way door restrictions be applied to licences as they are renewed.

### **3.7 Off-Licences**

- New off-licences will be restricted to areas zoned Business under the District Plan (or otherwise obtain a resource consent).
- The Licensing Committee will have regard to the proximity to other licensed premises when considering a new licence application.
- New premises may not be established on sites directly bordering schools, early childcare facilities or places of worship.
- The number of off licences will not be capped.
- The maximum trading hours of 9.00am to 10.00pm will be applied (7.00am to 10.00pm for supermarkets).
- Discretionary conditions may be applied.

3.8 It is proposed that the above policies will be applied to new licences and in the case of trading hours and discretionary conditions be applied to licences as they are renewed.

### **3.9 Club-Licences**

- New club-licences will be located in close proximity to the areas they use.
- The Licensing Committee will have regard to the proximity to other licensed premises when considering a new licence application.
- The Licensing Committee will have regard to the location of schools, early childcare facilities or places of worship when considering applications.
- The number of club licences will not be capped.

- The maximum trading hours of 9.00am to 1.00am the following day will apply.
- Discretionary conditions may be applied.

3.10 It is proposed that the above policies will apply to new licences and in the case of trading hours and discretionary conditions be applied to licences as they are renewed.

### **3.11 Special Licences**

- A limit of six events per special licence.
- A limit of twenty four special licence events per licensee in a calendar year.
- Discretionary conditions may be applied.
- A one-way door restriction may be applied.

3.12 The draft policy does not propose to cap or restrict the number of licensed premises in the district. It is intended that issues of location, density and hours which are addressed within the policy will allow sufficient management of premises.

3.13 In regard to the location of licensed premises the draft policy is based on a desire to have consistency between the policy and the District Plan. The objectives of the District Plan include keeping business activities in the business zone. This addresses the issue of licensed premises and their proximity to residential areas. Any licensed premises outside the business zone would be assessed through the resource consent process.

3.14 The proximity of new licensed premises to existing premises is a matter the Licensing Committee can consider on a case by case basis and therefore a specified separation distance was not seen as appropriate.

3.15 It has been accepted that the proximity of licensed premises in relation to more sensitive land uses should be controlled. It is proposed that new premises not directly border schools, childcare facilities and places of worship to reduce the exposure of those places and the people using them to alcohol sale and advertising.

3.16 The proposed maximum trading hours are consistent with those that have been applied in the past and align with the hours proposed in the Waipa and Otorohanga District Councils draft LAPs.

3.17 There is strong support for the implementation of one-way door restrictions. The draft policy proposes to apply these to all hotel and tavern premises on Thursday, Friday and Saturday nights at one hour prior to their maximum closing times. The option also exists to apply a similar restriction to special licences or club-licences as the committee deems appropriate.

3.18 The SASAA allows the District Licensing Committee to attach a range of discretionary conditions to any licence. This ability is recorded in the LAP, but as conditions are expected to be applied on a case by case basis suggested conditions are contained within the policy guidance document and will be recommended by the reporting agencies as they are appropriate.

- 3.19 It is emphasised that this is a draft policy and that it may be subject to change both through the special consultative process and the additional SASAA appeal period.

### Conclusion

- 4.1 As detailed in the objectives section of the draft policy, its provisions are an attempt to balance the reasonable expectations and requirements of the residents of the Waitomo District, while at the same time aiming to reduce alcohol related harm.
- 4.2 In addition to the policy the District Licensing Committee will have significant influence on those issues through its ability to apply a range of discretionary conditions.

### Recommendation

- 5.1 It is recommended that the draft Waitomo District Local Alcohol Policy together with the Statement of Proposal for the policy be approved for consultation.

### Suggested Resolutions

- 1 The business paper on draft Waitomo District Local Alcohol Policy be received.
- 2 The draft Waitomo District Local Alcohol Policy (subject to any amendments) together with the Statement of Proposal for the said policy be approved for public consultation.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

12 July 2013

- Attachments:
- 1 draft Waitomo District Local Alcohol Policy
  - 2 Statement of Proposal
  - 3 Submission Form





**Draft Waitomo District Council  
Local Alcohol Policy 2013  
and Policy Guidance Document**

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# Waitomo District Local Alcohol Policy 2013

## 1. INTRODUCTION AND OVERVIEW

### 1.1 Background and Objectives of the Sale and Supply of Alcohol Act 2012

The Sale and Supply of Alcohol Act was enacted by Parliament in December 2012.

The object of the Sale and Supply of Alcohol Act is that:

*'The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.'*

This Local Alcohol Policy (LAP) has been developed pursuant to section 75 of the Sale and Supply of Alcohol Act 2012, which empowers territorial authorities to develop Local Alcohol Policies for their District.

The Sale and Supply of Alcohol Act (the Act) outlines what content a territorial authority may include in their LAP.

- Section 77 of the Act outlines what policies may be included in a LAP. No other policies except those listed under that section can be included in a LAP.
- Section 78 of the Act lists the matters a local authority must have regard to when producing a draft policy.
- In addition a territorial authority must not produce a draft policy without having consulted the Police, licensing inspectors, and Medical Officers of Health.
- Section 93 of the Act allows a LAP to contain a policy more restrictive than the relevant district plan, but a LAP policy cannot authorise anything forbidden by the relevant district plan.

This LAP is intended to set a clear framework which will be applied to all applications for on, off, club and special licences, temporary authorities and managers certificates within the Waitomo District.

The Waitomo District is that area illustrated in figure one.

### 1.2 Authority Statements and Case Law

The Waitomo District Licensing Committee shall give all due regard to any statement issued by the Alcohol Regulatory and Licensing Authority pursuant to section 176 of the Act when interpreting this policy and determining licence applications, and to any relevant decisions issued by the Authority.

## 2.0 Objective of the Local Alcohol Policy

*The objective of this policy is to balance the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.*

## 2.1 DEFINITIONS

**"Authorised customer"** shall have the same meaning as in section 60(3) of the Act

**"Café"** shall have the same meaning as "restaurant" in section 5 of the Act

**"Club"** shall have the same meaning as in section 21 of the Act

**"District Licensing Committee"** means the Waitomo District Licensing Committee under section 186 of the Act

**"Early childcare facility"** includes any crèche, childcare centre, kindergarten, kohanga reo play centre or plunket rooms or any other place (excluding a school) where five or more children receive care or education.

**"Facility"** includes a place of worship, school or early childcare facility

**"Hotel"** shall have the same meaning as in section 5 of the Act

**"Large scale event"** means an event to which section 143 of the Act applies.

**"Off-licence"** shall have the same meaning as in section 17 of the Act

**"One-way door restriction"** shall have the same meaning as in section 5 of the Act

**"On-licence"** allows sale, supply and consumption of alcohol on premise as defined by section 14 of the Act.

**"Out door dining area"** means an area of a premises holding an on-licence or club licence that is outside of the building and includes any part of a public footpath, pavement or other public place.

**"Place of worship"** includes any church, Mosque or other facility designed primarily for worship and related religious activities.

**"Premises"** shall have the same meaning as in section 5 of the Act

**"Prohibited persons"** are persons to whom alcohol cannot be served including minors and intoxicated persons and in the case of clubs any person who is not an authorised customer

**"Public park"** means any park, reserve, playground, garden or similar public place maintained by the Local Authority for recreation purposes.

**"Restaurant"** shall have the same meaning as in section 5 of the Act

**"School"** – includes any primary, intermediate or secondary school and any kura kaupapa

**"Special Licence"** means the type of licence detailed in section 22 of the Act.

**"Tavern"** shall have the same meaning as in section 5 of the Act

**"Temporary Authority"** shall have the same meaning as in section 5 of the Act

**"The Act"** means the Sale and Supply of Alcohol Act 2012

### 3.0 SPECIFIC POLICIES - ON-LICENCES

#### (a) Introduction

An on-licence premise is one where consumption of alcohol is authorised on the premises from which it is sold. Common examples include hotels, taverns and restaurants.

Section 14 of the Act states:

*"On any premises an on-licence (other than an on-licence endorsed under section 37 of the Act) is held for, the licensee—*

- (a) Can sell and supply alcohol for consumption there; and*
- (b) Can let people consume alcohol".*

Policies relating to on-licences also apply to:

- o BYO restaurants (endorsed under section 37 of the Act)
- o Caterers (endorsed under section 38 of the Act)

#### (b) Location of premises holding on-licences by reference to broad areas

- On-licence premises shall be limited to areas zoned Business under the Waitomo District Plan unless authorised by resource consent, and then subject to the following policies (c), (d), (e), (f), (g) and (h).

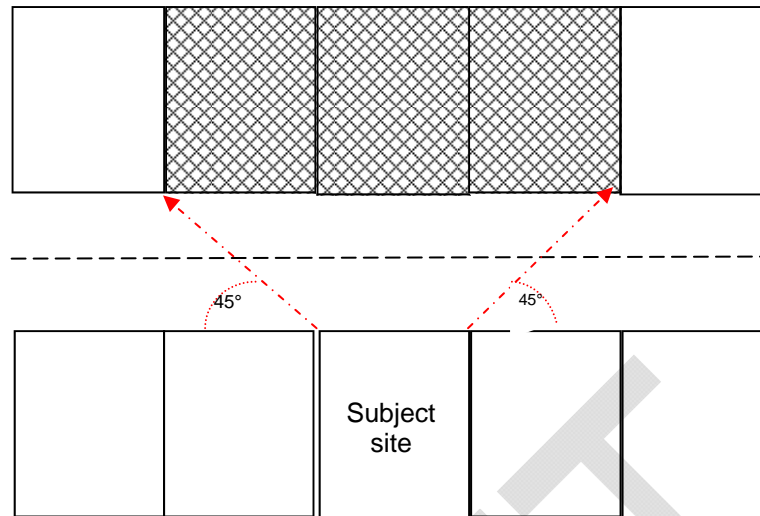
#### (c) Location of premises holding on-licences by reference to proximity to premises of a particular kind or kinds

- When considering a licence application the District Licensing Committee will have regard to the proximity of that proposed premise to other licensed premise(s) where it considers this relevant.

#### (d) Location of premises holding on-licences by reference to proximity to facilities of a particular kind or kinds

- In addition to (b) above, an on-licence will not be issued in respect to any new premises on any site where it directly borders any school, early childcare facility, or place of worship existing at the time the premises is established. "Directly borders" includes across any road from such facility within a 45° arc as shown in figure two.
- In cases where a resource consent has been issued to locate a premises in a non-commercial area as allowed in (b) above, the boundary of the site shall be a minimum of 40 metres from the boundary of any school, early childcare facility, or place of worship existing at the time the premises is established.
- Renewal of a licence shall be unaffected should a school, early childcare facility, or place of worship later move to a site which borders an existing licensed premise.

Figure two:



**(e) Further issuing of on-licences in the District**

- This policy does not cap the number of on licence premises or restrict the issue of new licences, provided the other policy criteria are met.

**(f) Maximum trading hours for premises holding on-licences**

- No on-licence shall be issued or renewed for any hotel or tavern premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
  - Monday to Sunday 9:00am to 2:00am the following day.
  - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- Where a new hotel, tavern or other premises where the principle activity is the consumption of alcohol is proposed within 100 meters of any area zoned residential in the Waitomo District Plan, hours will not exceed the following:
  - Sunday to Thursday 9:00am to 10.30pm,
  - Friday and Saturday 9.00am to 12.00 midnight,
  - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
  - Monday to Sunday 9.00am to 12.00 midnight.
- Any outdoor dining area will not have hours that exceed 9.00am to 10.00pm. Outside of these hours the Public Places Liquor Control Bylaw restrictions shall apply to any premise within a liquor ban area.
- Any function centre or other premises not defined above will be subject to hours at the District Licensing Committee discretion but shall not exceed:
  - Monday to Sunday 9:00am to 2:00am the following day.



**(g) Discretionary conditions of on-licences**

- In accordance with section 110(1) and 117 the District Licensing Committee may impose discretionary conditions (in addition to those required by section 110(2)). These may include conditions related to the following, or any other reasonable condition:
  - Prohibited persons
  - Management of premises
  - People or kinds of people to be served
  - Low and non-alcoholic beverages
  - Transport options
  - Exclusion of the public
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

**(h) One-way door restrictions**

- A one-way door restriction of one-hour prior to maximum closing time shall apply on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.

## 4.0 SPECIFIC POLICIES - OFF-LICENCE

### a) Introduction

- An off-licence premises is one where consumption of alcohol is authorised away from the premises on which it is sold. Common examples include supermarkets and bottle-stores.
- Section 17 of the Act states:
 

*“(1) On the premises an off-licence is held for, the licensee can sell alcohol for consumption somewhere else.*

*“(2) While the premises an off-licence is held for are open for the sale of alcohol for consumption somewhere else, the licensee can also supply alcohol free, as a sample, for consumption on the premises.”*

### b) Location of premises holding off-licences by reference to broad areas

- Off-licence premises (excluding remote sellers endorsed pursuant to section 40 of the Act) shall be limited to areas zoned Business under pursuant to the Waitomo District Plan unless authorised by resource consent.

### c) Location of premises holding off-licences by reference to proximity to premises of a particular kind or kinds

- When considering a new licence application for a new premise, the District Licensing Committee will have regard to the proximity of that proposed premise to other licensed premise(s) where it considers this relevant.
- Premises holding both an on and off-licence shall ensure there is a separate point of sale and supply for the off licence if a totally separate area or premise is not practical.

### d) Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds

- An off-licence will not be issued in respect to any new premise on any site where it directly borders any school, early childcare facility, or place of worship existing at the time the premise is established. “Directly borders” includes across any road from such facility within a 45° arc as shown in figure two.
- Renewal of a licence shall be unaffected simply on the grounds that such a facility later moves to a site which borders an existing licensed premises.
- The District Licensing Committee shall have regard to the proximity of any proposed off licence to a public park or reserve particularly where that park or reserve is within a liquor ban area prescribed by a bylaw.

### e) Further issuing of off-licences in the District

- This policy does not cap the number of off-licence premises or restrict the issue of new licences, provided the other policy criteria are met.

**f) Maximum trading hours for premises holding off-licences**

- No off-licence shall be issued or renewed with hours that exceed the following:
  - Monday to Sunday 7.00am to 10.00pm

**g) Discretionary conditions of off-licences**

- In accordance with sections 116(1) and 117 the District Licensing Committee may impose discretionary conditions in relation to the following matters (in addition to those required by section 116(2)) or any other reasonable condition:
  - Prohibited persons
  - People or kinds of people to be served
  - Kinds of alcohol to be sold
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

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## 5.0 SPECIFIC POLICIES – CLUB-LICENCE

### (a) Introduction

- A club is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or is a body corporate whose object is not for gain; or holds permanent club charter.
- Section 21 of the Act states:
 

“On the premises a club-licence is held for, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.”

“authorised customer, in relation to premises a club-licence is held for, means a person who—

  - (a) is a member of the club concerned; or
  - (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
  - (c) is an authorised visitor”

### (b) Location of premises holding club-licences by reference to broad areas

- Licensed club premises should be in close proximity to the sports grounds or other facilities used by the club, if relevant.

### (c) Location of premises holding club-licences by reference to proximity to premises of a particular kind or kinds

- The District Licensing Committee shall have regard to the proximity of any proposed club premises to any other existing premise(s)

### (d) Location of premises holding club-licences by reference to proximity to facilities of a particular kind or kinds

- The District Licensing Committee shall have regard to the proximity of any proposed club premises to any school, early childcare facility, place of worship or residential area.

### (e) Further issuing of club-licences in the District

- This policy does not cap the number of club licence premises or restrict the issue of new licences, provided the other policy criteria are met.

### (f) Maximum trading hours for premises holding club-licences

- The District Licensing Committee will have regard to the days and hours of operation and the type of activities undertaken by the club in setting club hours.
- No club-licence shall be issued or renewed with hours that exceed the following:
  - Monday to Sunday 9.00am to 1.00am the following day (Subject to section 46 of the Act)

**(g) Discretionary conditions of club-licences**

- In accordance with section 110(1) of the Act the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 110(2):
  - Prohibited persons
  - Management of premises
  - People or kinds of people to be served
  - Low and none alcoholic beverages
  - Transport options
  - Exclusion of the public
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

**(h) One-way door restrictions relating to club-licences**

- The District Licensing Committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises.

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## 6.0 SPECIFIC POLICIES - SPECIAL LICENCES

### (a) Introduction

- Special licences allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises that would be outside their normal licence conditions. They can permit on site or off site sales, and are in force for the date and time of the event only.
- "Event includes an occasion and a gathering, and any of a series of events".

### (b) Location of premises holding special-licences by reference to broad areas

- The District Licensing Committee may issue a special licence in any area of the District but will consider its proximity to any area where sensitive land use activity may be located, including its proximity to residential areas.

### (c) Location of premises holding special licences by reference to proximity to premises of a particular kind or kinds

- The District Licensing Committee will consider the nature of the event and its proximity to other licensed premises when determining an application for special licence.
- The District Licensing Committee will not issue a special licence for an event where this is prohibited by the Waitomo District Plan or is in breach of a resource consent.

### (d) Location of premises holding special licences by reference to proximity to facilities of a particular kind or kinds

- The District Licensing Committee will consider the appropriateness of issuing a special licence where the proposed premises includes, borders or is in close proximity to, any school, early childcare facility, place of worship or residential area.

### (e) Further issuing of special-licences in the District

- The District Licensing Committee, subject to section 41 of the Act may refuse a special licence or licences where it would be more appropriate for the applicant to apply for an on, off or club licence, or for the variation of an existing licence.
- No more than twenty four (24) events or series of events will be authorised by special licence(s) to a single licensee or applicant in one calendar year.
- A single special licence will not authorise the sale, supply or consumption of alcohol at more than six (6) events or series of events.

### (f) Maximum trading hours for premises holding special licenses

- Special licences for premises that are not otherwise licensed will not be issued beyond 1.00am except in exceptional circumstances as determined by the District Licensing Committee.

- Where the applicant for a special licence already holds an on, off or club licence with the maximum hours permitted for that type of licence under this policy, a special licence with greater hours will only be issued in exceptional circumstances as determined by the District Licensing Committee.

**(g) Discretionary conditions of special licences**

- In accordance with sections 146 and 147(1) the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 147(3):
  - Sale and supply to prohibited persons
  - People or kinds of people to be served
  - The kind or kinds of alcohol that may be sold or delivered
  - The provision of food for consumption on the premises
  - The provision of low and non-alcoholic beverages
  - The provision of information relating to transport options
  - Exclusion of the public
  - Restricting the types of containers used for sale or supply
  - The filing of returns
  - Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)
  - Any reasonable condition not inconsistent with the Act.
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

**(h) One-way door restrictions**

- The licensing committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises, or in the case of a special licence no earlier than two hours prior to the conclusion of the event.

## 7.0 Temporary Authorities

- All temporary authority applications will be passed to the Police to give them an opportunity to inquire into the application.
- Pursuant to section 136(4)(c) every temporary authority will be subject to a condition that no second or subsequent temporary authorities will be issued in respect to the same premises and licensee unless a full licence application has already been filed, or, in exceptional circumstances, with the prior approval of the Secretary of the Licensing Committee.

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Figure One: Waitomo District



# Policy Guidance Document

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## **Policy Guidance Document – Introduction**

The following pages are designed to assist the District Licensing Committee in determining the different licence and certificate applications that may come before them.

It can be expected that applications will be vetted by Territorial Authority staff when filed to ensure they contain all relevant documents and information as required by the Act.

Every application will be enquired into by the Police and Licensing Inspector, and also the Medical Officer of Health for on, club and special licence applications.

Once complete with all necessary reports and information, applications will be reviewed by the Secretary of the District Licensing Committee who will then determine whether there are valid objections requiring a hearing before the full committee, or whether the applications are unopposed and can be approved by the Chairperson of the Committee alone.

It is expected that unopposed applications will be presented to the Chairperson on a regularly basis, perhaps in a schedule containing all relevant information, recommendations and proposed conditions for approval.

Its is expected that the reporting Licensing Inspector will comment on all the criteria that the Committee will need to have regard to, and may make recommendations on discretionary conditions. These will be reviewed by the Secretary of the Committee, and licences and decisions drafted accordingly.

Once applications have been approved by either the full committee or the Chairperson as relevant, the licences and decisions will be amended, and signed and sealed by the Secretary of the Committee before being issued.

## Part 1 – On, Off and Club Licences

The District Licensing Committee must have regard to the following criteria when considering an application for an on, off, or club licence and may prescribe reasonable conditions on any licence relating to these and other matters as they consider appropriate.

### (a) Standard of application

- The licensing Committee will only accept those applications that have been properly completed by the applicant or their agent, and include all supporting documentation to the satisfaction of the Committee Secretary.

### (b) Timeframes

- Applications must be filed within the statutory timeframes dictated by the Act unless authorised otherwise by the District Licensing Committee.

### (c) Object of the Act

- The District Licensing Committee shall have regard to whether the issue or renewal of a licence in any case is likely to result in an increase in alcohol related harm.

### (d) The suitability of the applicant

- The District Licensing Committee must have regard to an applicant's suitability when considering an application. This may include (but is not limited to):
  - An applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.
  - The amount of experience and in particular recent experience an applicant may have.
  - Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any.

### (e) Local Alcohol Policies

- The District Licensing Committee shall have regard to the Waitomo District Local Alcohol Policy 2013 when considering any application.

### (f) Days and hours

- The District Licensing Committee shall have regard to the proposed trading hours when considering the issue or renewal of a licence, and any hours prescribed in the Waitomo District Local Alcohol Policy 2013.

### (g) Design and layout

- The District Licensing Committee must have regard to the design and layout of any proposed premise(s). This may include (but is not limited to):
  - Whether premises are designed with reference to the "*Guidelines for Crime Prevention through Environmental Design (CPTED) for licensed premises*" (ALAC 2012).
  - Where any applicant proposes to include any public place (e.g. out door dining area, pavement chairs and tables) as part of a licensed premise, the application shall be accompanied by written approval from Waitomo District Council authorising the use of that public area.
  - Conditions relating to an outdoor dining area being used only by person(s) on the premises for the purposes of dining.

**(h) Sale of goods other than alcohol**

- The District Licensing Committee shall have regard to goods sold by the premises other than alcohol, low alcohol refreshments, non-alcohol refreshments and food when considering a licence application, and may set reasonable conditions.

**(i) Provision of other services**

- The District Licensing Committee shall have regard to any services provided by the premises other than those directly related to the sale of alcohol, low alcohol refreshments, non-alcohol refreshments and food when considering a licence application.

**(j) Reduction of good amenity**

- When considering a licence application the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality is likely to be reduced, to more than a minor extent by the issue of the licence, or whether the amenity and good order of the locality are already so badly affected that they would be unaffected by grant of the licence, but nevertheless it is not desirable to issue any further licences.
- In forming a view as to the amenity and good order of the locality the Committee must have regard to noise levels, nuisance, vandalism, the number of existing licences, and nearby land uses, and may set reasonable conditions.
- In the case of renewals the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality would increase if the licence was not renewed.

**(k) Systems staff and training**

- When considering a licence application or renewal the District Licensing Committee must give regard to, and be satisfied that, the applicant has appropriate systems, staff and training in order to comply with the law.
- This may include (but is not limited to) consideration of:
  - The number and experience of appointed managers.
  - The number and experience of staff, including Crowd Controllers.
  - Systems the applicant has in place to ensure compliance with the Act.
  - What on-going training staff and managers receive.

**(l) Other issues raised by reporting agencies**

- When considering a licence or renewal application the District Licensing Committee must have regard to any matter raised by the Police, Medical Officer of Health or a Licensing Inspector in a report made under section 103 of the Act.
- Where the District Licensing Committee, or its Secretary, has cause to believe an application may be of interest to another government agency, or it needs to confirm information contained within that application, it may forward a copy of that application to the other agency. Examples may include (but are not limited to) forwarding a copy of an application to the Department of Internal Affairs in relation to gaming, or to the New Zealand Fire Service for confirmation of fire safety or evacuation scheme status.

- The District Licensing Committee should consider any public objection that meets the requirements of the Act.

#### **(m) Provisions of the District Plan**

- No licence, including a special licence, will be issued where the associated activity is in breach of the Resource Management Act 1991, the Waitomo District Plan or a resource consent.

#### **(n) One-way door policies**

- Subject to section 111 The District Licensing Committee can issue or renew a licence with a condition that it is subject to a one-way door restriction and the day or days and periods when the restriction applies.

#### **(o) Other considerations on renewal (section 131)**

- In the case of licence renewal applications, the manner in which the applicant has sold, (or as the case may be sold and supplied) displayed, advertised or promoted alcohol.

#### **(p) Compulsory Conditions**

- Section 51 of the Act requires the holders of on and club-licences to have a reasonable range of **non-alcoholic** drinks available at reasonable prices at all times when the premises are open for the sale of alcohol.
- Section 52 of the Act requires the holders of on and club-licences to have a reasonable range of **low-alcoholic** drinks available at reasonable prices at all times when the premises are open for the sale of alcohol.
- Section 53 of the Act requires the holders of on and club-licences to have a reasonable range of **food** available at reasonable prices, within a reasonable time of being ordered, and in portions suitable for a single customer, at all times when the premises are open for the sale of alcohol.
- The District Licensing Committee **must** impose conditions pursuant to the following sections and issues:
  - **Section 110(2)** – every **club-licence** or **on-licence** must have conditions relating to:
    - Days and hours during which alcohol can be sold or supplied
    - The fees payable for the licence concerned
    - Detailing the places on the premises where drinking water is to be freely available to customers.
  - **Section 112** – every **supermarket** or **grocery store** licence shall have a condition:
    - Describing one area within the premises as a permitted area for the display and promotion of alcohol;
  - **Section 116(2)** – every **off-licence** must have conditions relating to:
    - Days and hours during which alcohol may be sold or delivered;
    - The required licensing fees;
    - Places where drinking water is to be freely available to customers when alcohol is being supplied as a free sample.

**(q) Discretionary conditions:**

A District Licensing Committee may attach **any reasonable condition** to any licence or renewal. The following do not restrict the Committee's ability to attach any other condition not here stated.

- The following are discretionary conditions that the District Licensing Committee may impose on an **on-licence**:
  - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
  - That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
  - The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
  - The calculated maximum occupancy shall not be exceeded.
  - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.
  - The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
  - A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
  - Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.
  
- The following are discretionary conditions that the District Licensing Committee may impose on an **off-licence**:
  - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
  - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.
  - The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
  - Alcohol related signage or advertising shall not cover an area of more than 50% of the external area of any side of the premises.
  - The licensee shall not sell any 'herbal cannabis' or similar product.
  - There shall be no "single serve" off-sales e.g. individual "stubbies" or "RTD" products in one or less than one standard drink portions.
  
- The following are discretionary conditions that the District Licensing Committee may impose on an **Club-licence**:
  - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
  - That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
  - The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
  - The calculated maximum occupancy shall not be exceeded.
  - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.

- The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
- A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
- Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.

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## Part Two: Special licences

The District Licensing Committee must have regard to the following criteria when considering an application for a special licence and may prescribe reasonable conditions on any licence relating to these and other matters as they consider appropriate.

### a) Standard of application

- The licensing Committee will only accept those applications that have been properly completed by the applicant or their agent, and include all supporting documentation to the satisfaction of the Committee Secretary.

### b) Timeframes

- Applications must be filed within the statutory timeframes dictated by the Act unless authorised otherwise by the District Licensing Committee.

### c) Object of the Act

- The District Licensing Committee shall have regard to whether the issue or renewal of a licence in any case is likely to result in an increase in alcohol related harm.

### d) The nature of the event for which the licence is sought and in particular:

- Whether the applicant proposes to sell goods other than alcohol, low alcoholic refreshments, non-alcohol refreshments and food;
- Whether the applicant proposes to engage in services other than those directly related to the sale of alcohol, low alcoholic refreshments, non-alcohol refreshments and food;

### e) The suitability of the applicant

- The District Licensing Committee must have regard to an applicant's suitability when considering an application. This may include (but is not limited to):
  - An applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.
  - The amount of experience and in particular recent experience an applicant may have.
  - Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any.

### f) Local Alcohol Policy

- The District Licensing Committee shall have regard to the Waitomo District Local Alcohol Policy 2013 when considering any application.

### g) Reduction of good amenity

- When considering a licence application the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality is likely to be reduced, to more than a minor extent by the issue of the licence.
- In forming a view as to the amenity and good order of the locality the Committee must have regard to noise levels, nuisance, vandalism, the number of existing licences, and nearby land uses, and may set reasonable conditions.

**h) Days and hours**

- The District Licensing Committee shall have regard to the proposed trading hours when considering the issue of a licence, and any hours prescribed in the Waitomo District Local Alcohol Policy 2013.

**i) Design and layout**

- The District Licensing Committee must have regard to the design and layout of any proposed premise(s). This may include (but is not limited to):
  - Whether premises are designed with reference to the "*Guidelines for Crime Prevention through Environmental Design (CPTED) for licensed premises*"(ALAC 2012).
  - Where any applicant proposes to include any public place (e.g. out door dining area, pavement chairs and tables) as part of a licenced premise, the application shall be accompanied by a Public Places Bylaw permit or any other requirement to authorise use of that public area.
  - Conditions relating to only a person on the premises for the purposes of dining being permitted to consume alcohol in an outdoor dining area.

**j) Systems staff and training**

- When considering a licence application the District Licensing Committee must give regard to, and be satisfied that, the applicant has appropriate systems, staff and training in order to comply with the law.
- This may include (but is not limited to) consideration of:
  - The number and experience of appointed managers.
  - The number and experience of staff, including Crowd Controllers.
  - Systems the applicant has in place to ensure compliance with the Act.

**k) Any areas of the premises the applicant proposes to be designated as restricted or supervised.**

- Supervised areas – minors can be on the premises only if accompanied by their parent or legal guardian.
- Restricted areas – no minors permitted.

**l) Any steps the applicant proposes to take to ensure that requirements not to serve prohibited persons are observed.**

- Prohibited persons include minors and intoxicated persons.
- Steps could include signage, use of security, certificated managers etc.

**m) The applicants proposals relating to:**

- Sale and supply of non-alcoholic drinks and food;
- The sale and supply of low-alcoholic drinks;
- The provision of help or information about alternative forms of transport from the premises.

**n) Other issues raised by reporting agencies**

- When considering a licence application the District Licensing Committee must have regard to any matter raised by the Police, Medical Officer of Health or a Licensing Inspector in a report made under section 141 of the Act.

- Where the District Licensing Committee, or its Secretary, has cause to believe an application may be of interest to another government agency, or it needs to confirm information contained within that application, it may forward a copy of that application to the other agency. Examples may include (but are not limited to) forwarding a copy of an application to the Department of Internal Affairs in relation to gaming, or to the New Zealand Fire Service for confirmation of fire safety or evacuation scheme status.

**o) Provisions of the District Plan**

- No licence, including a special licence, will be issued where the associated activity is in breach of the Resource Management Act 1991, the Waitomo District Plan or a resource consent.

**p) Large Scale Events**

- The District Licensing Committee will have regard to the size (in terms of area) of a site or premises, the expected patronage and any other matter it considers relevant in determining what is a “large scale event” pursuant to section 143 of the Act.
- Applicants for special licences for large scale events may be required to submit with their application an alcohol management plan with reference to the *Guidelines for Managing of Alcohol at Large Events* (ALAC 2010).
- This should cover event management, security, public health and monitoring of the event.

**q) Management of Special Licences**

- The District Licensing Committee may require the appointment of a certificated manager as a condition of any special licence, particularly where the event is open to the general public.
- The District Licensing Committee should require the appointment of at least one certificated manager as a condition for any special licence issued in respect to a large scale event.

**r) Display of licence**

- A special licence and its conditions should be on display in a prominent position within the site or premises at all times during an event to which it relates.

**s) Compulsory Conditions**

- Pursuant to section 147(3) the District Licensing Committee must ensure a special licence is issued subject to conditions relating to:
  - The days and hours during which alcohol may be sold or delivered;
  - Stating the place or places water must be available on the premises

**t) Discretionary conditions:**

A District Licensing Committee may attach **any reasonable condition** to any special licence pursuant to sections 146 and 147 of the Act. The following examples do not restrict the Committee’s ability to attach any other condition not here stated.

- The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act

- Alcohol is to be sold only to invited guests
- Alcohol is only to be sold to ticket holders
- A certificated manager must be on duty at all times
- There is to be no sale of alcohol to the general public
- Only [specified types] of alcohol are to be sold or supplied
- Substantial food must be available at all times alcohol is sold or supplied.
- Low and non-alcoholic beverages must be available at all times alcohol is being sold or supplied.
- That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
- The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
- The calculated maximum occupancy shall not be exceeded.
- A one-way door restriction shall apply during specified hours.
- An Alcohol Management Plan shall be developed for the event or series of events concerned.
- The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
- A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
- Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.
- Alcohol related signage or advertising shall not cover an area of more than 50% of the external area of any side of the premises.
- The licensee shall not sell any 'herbal cannabis' or similar product.
- There shall be no "single serve" off-sales e.g. individual "stubbies" or "RTD" products in one or less than one standard drink portions.
- information relating to transport options must be available and displayed at all times
- Alcohol will not be supplied in glass bottles
- A return must be provided to the District Licensing Committee within one month of the event, declaring the proceeds made from the sale of alcohol
- Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)

### Part Three: Managers Certificates

The District Licensing Committee must have regard to the following criteria when considering an application for a manager's certificate:

**(A) The applicants suitability to be a manager**

- This may include an applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.

**(B) Any convictions recorded against the applicant**

- Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any, and whether the applicant was honest in declaring them.

**(C) Any experience and in particular recent experience the applicant has controlling licensed premises**

- The amount of experience, and in particular recent experience an applicant may have, particularly on the premises they propose to manage.
- In the past the general expectation has been a minimum of six (6) months experience on licensed premises.

**D) Relevant training undertaken by the applicant and evidence that they hold the prescribed qualification**

- A prescribed qualification will be detailed under regulations pursuant to the parent Act.

**(E) Any matters dealt with in a report made under section 220**

- Any matters raised by the Police or a Licensing Inspection following their enquiring into an application.



WAITOMO DISTRICT COUNCIL

PO Box 404, Te Kuiti 3941 Ph (07) 878 0800 Fax (07) 878 7771  
Email: [waitomdc@waitomo.govt.nz](mailto:waitomdc@waitomo.govt.nz) [www.waitomo.govt.nz](http://www.waitomo.govt.nz)

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# Statement of Proposal

## draft Local Alcohol Policy 2013

## draft Local Alcohol Policy 2013

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The Sale and Supply of Alcohol Act 2012 (“the Act”) allows Local Authorities to formulate a Local Alcohol Policy to control the number, location, opening hours and other criteria for licensed premises within its District.

Waitomo District Council resolved to begin the formation of a draft Policy on 26 February 2013. The Act requires Council to formulate a draft, which is then subject to the Special Consultative Process. It then becomes provisional, pending final approval of the Alcohol Regulatory and Licensing Authority.

### Introduction

The Statement of Proposal is prepared pursuant to section 83 and 89 of the Local Government Act 2002 (LGA). This is a proposal to adopt the draft Local Alcohol Policy which will then be subject to the Special Consultative procedure.

As required by the Act, Council has already consulted with Police, the District Health Board and Liquor Licensing Inspectors, and has also undertaken a pre-consultation survey to gauge the views of the public.

The Act also requires the Council to have regard to a number of matters in drafting a policy.

These are:

- The objectives and policies of the District Plan
- The number, location and trading hours of premises within the District
- Any areas where liquor ban bylaws are in place
- The demography of the Districts residents
- The demography of tourists and holiday makers who visit the District
- The overall health indicators of the District’s residents
- The nature and severity of alcohol related problems arising in the District

### Reasons for creating the Policy

The reasons for creating this policy are:

- To apply local measures aimed to reduce alcohol related harm
- To give local communities more say in those measures
- To give licensees and those in the industry clear guidelines on sale of alcohol issues
- To provide the local Licensing Committee with a firm basis on which to consider licence and certificate applications
- To apply regional consistency where possible and appropriate

### Rationale for addressing these issues by way of Policy

Where a Local Authority does not adopt a policy, the general provisions of the Act will apply, particularly in respect to maximum permitted licensing hours. There will be limited control over the location, number, density or trading hours of licensed premises.

### **Summary draft Policy**

The draft Policy proposes to:

- Restrict new licensed premises to business areas
- Set maximum licence hours for all premises
- Restrict the location of new licensed premises in respect to schools and other facilities
- Implement other mechanisms and discretionary licence conditions with the aim of reducing alcohol related harm

### **Public notification and submissions**

It is proposed to release the draft Local Alcohol Policy for public comment no later than 13 August 2013. Submissions must be in writing and will close at 5.00pm on 13 September 2013. Council will acknowledge in writing each submission received. It is proposed that submissions will be heard by Council in Te Kuiti at a meeting to be held on 24 September 2013. Submitters wishing to be heard in support of their submission must clearly state this in their submission. All submitters wishing to be heard will be contacted to arrange an appropriate time of the date specified.



## How can you be involved?

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A copy of the proposed policy is provided with this information package. Any person interested in the proposed policy may make submissions to Waitomo District Council.

### **Submissions can be sent to:**

Waitomo District Council  
Queen Street  
PO Box 404  
Te Kuiti 3941

Fax: 07 878 7771

Email: [waitomdc@waitomo.govt.nz](mailto:waitomdc@waitomo.govt.nz)

Submission close at **5.00pm 13 September 2013**

If you wish to present your submission in person, Council will hear submitters on 24 September 2013.

If you have any further queries or would like further copies of the policy, please contact John Moran at the Council office.

Included in this document are the following attachments:

- A copy of the public notice advising people of the policy consultation
- Submission form for commenting on the proposed policy
- A copy of the proposed policy



## Public Notice

### draft Local Alcohol Policy

Waitomo District Council has prepared a draft Local Alcohol Policy pursuant to the Sale and Supply of Alcohol Act 2012.

The draft policy gives Waitomo District Council the ability to control the number, location, density and trading hours of premises that sell alcohol in the Waitomo District.

Copies of the draft policy are available from:

- Waitomo District Council Office, Queen Street, Te Kuiti
- Mokau Museum, Main Road, Mokau
- Waitomo Caves Discovery Centre, Waitomo Caves
- Councils website [www.waitomo.govt.nz](http://www.waitomo.govt.nz)

Council invites interested persons to make written submissions on the content of the draft policy.

Submissions must be in Councils hands by 5.00pm, Friday 13 September 2013 and should be addressed to:

Chief Executive  
Waitomo District Council  
PO Box 404  
Te Kuiti 3941

Ph. 07 878 0800  
Freephone: 0800 932 4357

Submitters wishing to be heard in support of their submissions must clearly state this in their submission. All submitters wishing to be heard will be given notice of the date and time of the hearing.



## Submission Form Draft Local Alcohol Policy

### How do I make a submission?

You can return this form to Council by:

POST	EMAIL	FAX
Chief Executive Waitomo District Council PO Box 404 TE KUITI 3941	waitomdc@waitomo.govt.nz (email submissions must include all the information requested on this form)	(07) 878 7771

**Remember consultation closes on Friday 13 September 2013**

**Submission Period:** Tuesday 13 August 2013 - Friday 13 September 2013

**Hearing Date(s):** Tuesday 24 September 2013

### Have Your Say (enter submission here)

Name:

Address:

Phone:

Yes, I wish to speak in support of my submission at the hearing.

No, I do not wish to speak in support of my submission.

***If you need to use extra pages, include your name on each page and attach them to this form.***

*Please note: Please note that all submissions will be made available to the public, subject to the provisions of the Local Government Official Information and Meetings Act 1987.*

**Report To: Council****Meeting Date:** 30 July 2013**Subject:** Dog Control in Waitomo District**Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on issues associated with dog control in the Waitomo District

**Local Government Act S.11A Consideration**

- 2.1 There are no Section 11A of the Local Government Act considerations relating to this business paper.

**Background**

- 3.1 In recent times there has been a degree of public concern that stray dogs in the district are on the increase and that the number of dogs which appear to be unregistered is also escalating.
- 3.2 The issue has been highlighted in recent editions of the Waitomo News and a local Te Kuiti resident, Mr Graham MacKenzie has asked to appear before Council to outline his concerns regarding the local dog population.
- 3.3 For a number of years Waitomo Animal Control has provided both dog control and registration services to WDC under contract. Over time the arrangement has worked well for both parties with the community generally comfortable with the provision of dog control services at a local level.

**Commentary**

- 4.1 The two issues which appear to be of prime concern to the community are stray dogs and dogs which are not registered. These matters will be addressed separately in this business paper.
- 4.2 **Stray Dogs**
- 4.3 When Council receives a service request alleging that there are stray dogs in particular vicinity the matter is referred directly to the contractor to investigate. In most circumstances the service request will be actioned within an hour.
- 4.4 When stray dogs are located they are impounded and are not released to the owners until registration is confirmed and all impounding fees are paid.
- 4.5 In terms of the provision of the Dog Control Act 1996 impound dogs must be kept for a minimum of 7 days and from there the animals are offered to the SPCA for re-homing (if that is appropriate) or the dogs are destroyed.

- 4.6 On occasions stray dogs cannot be captured, in such cases whenever possible the dogs are followed home, generally the contractor gives the dog owner one official warning. If the dog wanders again the owner is issued a \$200 infringement notice of failing to keep their dog under control.
- 4.7 On top of responding to service requests the contractor carries out a minimum of 2 full patrols of Te Kuiti each week looking for stray dogs. One of the patrols coincides with rubbish day so as to catch any dogs interfering with rubbish bags. If stray dogs are seen they are either impounded or in some cases owners are issued with \$200 infringement notices.
- 4.8 Unregistered Dogs**
- 4.9 Recently statements have been made claiming that there are hundreds of unregistered dogs in Te Kuiti. There is little factual information to support this statement. Councils records reveal that 178 dogs were impounded in the last financial year, 71 of these dogs were unregistered.
- 4.10 It is impossible to come up with an accurate figure for the number of dogs unregistered across the district simply because the number would be constantly changing, however it is likely that there would be in the vicinity of 150 unregistered dogs in the district at any one time.
- 4.11 It should be noted that the Dog Control Act does not require a dog to wear a current dog registration tag, a dog owner is simply required to prove registration upon request.
- 4.12 To ascertain that dogs are registered, Councils contractor carries out extensive enquiries in all residential areas to check if there are dogs present and if the animals are registered.
- 4.13 Where unregistered dogs are located the owners are given a \$300 infringement notice and are required to pay the full dog registration fee together with the late payment penalty. Last year 48 infringement notices were issued to owners for failing to register their dogs. In such cases the dogs are frequently handed over to the dog control contractor because the owners simply cannot afford to pay registration fees.
- 4.14 Conclusion**
- 4.15 Council's dog control contractor has been involved in animal control at a local level for more than 25 years and he believes that a review of dog statistics would indicate that the roaming and unregistered dog problem is no worse than it has been in the past.
- 4.16 Further more pro-active activity to control stray and unregistered dogs could be implemented however this would require the animal control contract to be reviewed and would almost certainly lead to more costs for both ratepayers and dog owners.

<p><b>Suggested Resolution</b></p>
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The business paper on Dog Control in the Waitomo District be received.

JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

Document No: 311148

File No: 037/043

**Report To: Council****Meeting Date:** 30 July 2013**Subject:** **Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

**Commentary**

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

**Suggested Resolutions**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: WVEOA Civil Defence Provision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Marokopa Campground – Renewals Work	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. District Plan Rules - Hoardings	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: TerraNature Conservation Project at Kiritehere	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**